PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR PROPOSAL

Preventive Maintenance Services for the Air Duct Distribution System of the Philippine Competition Commission for CY 2025

P.R. No./Date Received: **2025-07-0114 / 24 July 2025** RFQ/P No. / Date: **2025-07-0110 / 25 July 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract.**

Required Documents/Information to be submitted as Attachments to the Proposal:

- Valid Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement
- Signed Technical Specifications
- Signed Request for Proposal

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurement@phcc.gov.ph*** or (assigned PBAC Sec email ***jsarevalo@phcc.gov.ph)*** on or before **01 August 2025, 12:00 NN** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed ***Technical Specifications.***
10. Please note that the award of the procurement is on a **per lot basis.**
11. This project adopts the 2016 Revised Implementing Rules anf Regulations of RA 9184.

Ver [redacted]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson [redacted]

Item No.	QTY	Unit	ABC	Project Title	Unit Cost (PhP)	Total Amount (PhP)
					(To be filled out by the supplier)	
1	1	Lot	₱ 124,000.00	Preventive Maintenance Services for the Air Duct Distribution System of the Philippine Competition Commission for CY 2025		
				(Please see attached Technical Specifications)		
Total ABC			₱ 124,000.00	**TOTAL Amount :**		
Delivery Instructions:				*(Please see attached Technical Specifications)*		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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TECHNICAL SPECIFICATIONS

Preventive Maintenance Services for the Air Duct Distribution System of the Philippine Competition Commission for CY 2025

I. PROJECT BACKGROUND

The Administrative Office – General Services Division (AO-GSD) provides general support services in ensuring functionality and proper upkeep of the office facilities that will promote productivity and efficiency in the Philippine Competition Commission (PCC).

The PCC has air duct distribution systems (ADDS) and variable air volume (VAV) units installed within its premises to maintain adequate ventilation and provide thermal comfort to the PCC employees and stakeholders. In this regard, regular maintenance of ADDS and VAV units is necessary to ensure continuous operability and prevent any system failure.

In this regard, the Procuring Entity through the AO-GSD authorized representatives (the "End-user") shall engage a qualified Service Provider for the Preventive Maintenance Services for the Air Duct Distribution System of the Philippine Competition Commission (the "Project").

II. SCOPE OF WORK

A. The Service Provider shall perform the following work activities:
   1. Perform preventive maintenance works for the following ADDS parts and components:
      - thirty-five (35) VAV units and its components;
      - thirty-five (35) thermostat units
      - other ADDS parts and components to complete the works;
   2. Inspect and adjust all air dampeners, as needed;
   3. Inspect, adjust, and tighten all ducting connections and supports, as needed;
   4. Identify and eliminate all sources of unwanted mechanical sound, noise and/or vibrations;
   5. Perform minor repair works, as necessary, at no additional cost to PCC; and
   6. Provide proper documentation (e.g. preventive maintenance checklist, post-inspection report with recommendations and quotation) upon completion of the Project for the next preventive maintenance service.

III. RESPONSIBILITIES OF THE SERVICE PROVIDER AND END-USER

A. The Service Provider shall perform the following functions and responsibilities:

1. Perform all the necessary works of the Project as enumerated in the Scope of Work (Section II);

2. Secure the work areas to prevent untoward incident or any damage to PCC premises, property and equipment;

3. Ensure necessary forms and documents (e.g., gate passes, work permits, job hazard analysis, list of personnel & equipment) from the building management are submitted to the End-user prior to performing the works of the Project;

4. Provide all the necessary materials, supplies, tools, and equipment to complete the preventive maintenance and minor repair works (if any);

5. Conduct joint inspection with the End-user to ensure preventive maintenance and minor repair works have been properly conducted;

6. Conduct knowledge transfer to the End-user on the use of thermostat controls;

7. Prepare and submit preventive maintenance checklist, post-inspection report with recommendations and quotation for the next preventive maintenance service to the End-user; and

8. Issue the Statement of Account (SOA) or Billing Invoice (BI) upon completion of the work activities for payment processing;

B. The End-user shall perform the following functions and responsibilities:

1. Provide the necessary gate pass and work permit forms issued by the building management to the Service Provider during contract implementation;

2. Submit the accomplished forms and documents received from the Service Provider to the building management for approval prior to the commencement of work activities for the Project;

3. Conduct joint inspection with the Service Provider to ensure preventive maintenance works have been properly conducted;

4. Receive, review and accept the preventive maintenance checklist, post-inspection report with recommendations and quotation from the Service Provider for proper documentation; and

5. Issue a Certificate of Satisfactory Services Rendered (CSSR) after the completion of the project for payment processing.

IV. INFORMATION SECURITY AND NON – DISCLOSURE AGREEMENT

To ensure the Philippine Competition Commission (PCC) maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security Management System (ISMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order:

1. Notarized Non-Disclosure Agreement

The document will be submitted to the ISMS Secretariat in compliance with the approved PCC Information Security Management System, and will not form part of the submission for payment processing.

V. CONTRACT DURATION

The contract duration shall have a duration of fifteen (15) calendar days upon acceptance of the Job Order by the Service Provider.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **One Hundred Twenty-Four Thousand Pesos (PhP124,000.00)**, inclusive of all applicable government

taxes, service fees and charges, subject to the usual budgeting, accounting, and auditing rules and regulations.

VII. MODE OF PROCUREMENT

The Mode of Procurement shall be Negotiated Procurement – Small Value Procurement provided under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

VIII. PAYMENT SCHEME

The Service Provider shall issue a Statement of Account (SOA) or Billing Invoice (BI) upon completion of the work activities. The PCC shall pay the Service Provider within fifteen (15) calendar days upon receipt of the SOA or BI and issuance of a Certificate of Satisfactory Services Rendered (CSSR) by the End-user. Payment shall be released within PCC premises, subject to government accounting rules and regulations.

IX. WARRANTY

The Service Provider shall provide a warranty for one (1) year on all works of the Project against any defects. This warranty shall include replacement of materials, parts and/or components within ten (10) calendars days after the receipt of the report from the End-user, inclusive of all applicable fees and charges at no additional cost to PCC. The warranty period shall commence upon approval and acceptance by the PCC of the Warranty Security to be provided by the Service Provider in the form of retention money or cash equivalent.

X. LIQUIDATED DAMAGES

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. DISPUTE RESOLUTION

Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the End-user and the Service Provider ("Parties").

Prepared by:

[redacted]

TEEJAY YOSHIUMI J. SAKUMA
Administrative Officer III, GSD

Reviewed by:

[redacted]

ROMMEL R. OIRA
Chief Administrative Officer, GSD

Approved by:

[redacted]

JESON Q. DE LA TORRE
Director IV
Administrative
Office

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation

_____
Name of Company

_____
Date