



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**  
[www.ncmf.gov.ph](http://www.ncmf.gov.ph)

**REQUEST FOR QUOTATION**

Date: **March 8, 2025**  
RFQ No. **2025-0021**

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number **(required)**: \_\_\_\_\_

The **NATIONAL COMMISSION ON MUSLIM FILIPINOS**, through its Bids and Awards Committee (BAC), intends to procure the **REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 5:00 PM of 14 March 2025** addressed to:

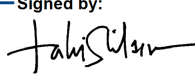
***Bids and Awards Committee***

79 Jocfer Annex Building., Commonwealth Avenue, Diliman, Quezon City, Philippines  
Telephone No.: (02) 5322-3400/Tel. No. (02) 8952-4540  
Email: [bacsecretariat@ncmf.gov.ph](mailto:bacsecretariat@ncmf.gov.ph)

Pursuant to Appendix A “Documentary Requirement for Alternative Methods of Procurement of Annex “H: of 2016 revised IRR of RA No. 9184, **the following documents are required to be submitted along with your proposal on the above set deadline** and before the issuance of the Notice of Award (for documentary requirements with stamp certified true copies from the bidder)

Document	Remarks
Copy of 2025 Mayor’s or Business Permit	In case not yet available, you may submit your expired 2024 Mayor’s or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 Mayor’s or Business Permit shall be required to be submitted <b>after award of contract but before payment</b> .
Notarized Omnibus Sworn Statement (for ABC’s above PHP50,000) ( <a href="#">GPPB-Prescribed Form</a> )	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance therewith <b>after award of contract</b> .
PhilGEPS	Submit PhilGEPS Registration Certificate/Number
Income/Business Tax Return	Submit for ABC’s above <b>PHP500,000.00</b>

For any clarification, you may email us at our email address at [bacsecretariat@ncmf.gov.ph](mailto:bacsecretariat@ncmf.gov.ph)

Signed by:  
  
026437AFDF384AE...

**TAHIR S. LIDASAN JR., CESO II**  
Chairperson, Bids and Awards Committee



**INSTRUCTIONS:**

**Note:** *Failure to follow these instructions will disqualify your entire quotation.*

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions.
- (3) **All technical specifications must be complied with.** Failure to comply with the requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [bacsecretariat@ncmf.gov.ph](mailto:bacsecretariat@ncmf.gov.ph).
- (5) **Quotations, including documentary requirements, received after the deadline shall not be accepted.** For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

1.	Bidders shall provide correct and accurate information required in this form.
2.	Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3.	Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.
4.	Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5.	Quotations exceeding the Approved Budget for the Contract shall be rejected.
6.	Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7.	The item/s shall be delivered according to the accepted offer of the bidder.
8.	Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.
9.	The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

IT EM	TECHNICAL SPECIFICATIONS	COMPLY/NOT COMPLY	REMARKS
1.	<b>AIR-CONDITIONING UNIT OF NCMF CENTRAL</b> <b>Types: Floor; Mounted; Window; Split   Inverter/Non-inverter</b> <b>Quantity:78 units</b> <i>Note: Please see attached file for more details.</i>		
2.	<b>MODE OF PAYMENT:</b> Send bill arrangement payment thru LDDAP		

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank’s LDDAP-ADA, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor’s account.*

**Payment Details:**

*Banking Institution:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*Account Name (should be the exact account name as registered in the bank):*

*Branch:* \_\_\_\_\_

Please quote your **best offer** below. Please do not leave any blank items.

**REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT**

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
<div>THREE     HUNDRED     FIFTY</div> <div>THOUSAND PESOS</div> <div>(PHP 350,000.00)</div>	<div>In Words:</div> <div></div> <div></div> <div></div> <div></div>
	<div>In Figures:</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position Title/Designation

\_\_\_\_\_  
Office Telephone No./Mobile No.

\_\_\_\_\_  
Email Address

## **QUARTERLY PREVENTIVE MAINTENANCE OF NCMF AIR-CONDITIONING UNITS**

### **I. OBJECTIVE**

The NATIONAL COMMISSION on MUSLIM FILIPINOS (NCMF) intends to engage the services of a Bidder/Contractor duly authorized and with the necessary expertise, experience, and capacity to maintain and/or recommend replacement of parts accessories of various brands of Air-Conditioning Units.

### **II. PROJECT COVERAGE AND LOCATION**

The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units located at:

- a. 79 Jocfer Annex Building, Commonwealth Avenue, Diliman, Quezon City
- b. BER Office, Jocfer Main Building
- c. Commissioner's Office, Jocfer Main Building

### **III. QUALIFICATIONS OF SERVICE PROVIDER**

The SERVICE PROVIDER must be in the field or business of cleaning air-conditioning units and must have experience or track record in this field for at least two (2) years or more; and have the necessary equipment, tools, qualified personnel, expertise, and other means necessary to perform the contract following the best practice.

The SERVICE PROVIDER must submit its bid proposal per the procedures and requirements indicated in RA 9184 and its Revised Implementing Rules and Regulations.

### **IV. SCOPE OF WORK**

A. Quarterly Preventive Maintenance must include, but not limited to:

1. General cleaning of all air-conditioning units including all internal components;
2. Removal of air filters for cleaning and recommendation for replacement, if necessary;
3. Inspection and cleaning of the following parts: - Coiling coils (using power spray) - Fan Blades - Condenser coil (with pressure washer) - Drain line (by flushing) - Blower assembly - All other internal components of the units
4. Greasing of motor bearing and other moving parts requiring lubrication;
5. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units;
6. Drying of internal components using compressed air;
7. General service and inspection of all the components of the air-conditioning system;
8. Assembly and start-up;
9. Check-up and repair of undesirable noise and vibration of the unit;
10. Observation of the compressor performance and recommendation of repair/replacement, if necessary;
11. Check-up of all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade, and recommendation of repair/replacement of parts, if necessary;
12. Inspection of all components of the system including electrical control and implementation of required adjustment/s, recommendation of repair/replacement of parts as may be necessary;



13. Check-up of all refrigerant lines in the air-conditioning system and replenishment of the same, if necessary;
14. Check-up and repair of equipment corrosion, and de-rust, which include preparation with primer and repainting of affected parts;
15. Recommendation on the repair and replacement of unit and parts that should be undertaken and submission of complete item specifications and price quotation that may be used as reference (cost of labor and materials) within two (2) days upon detection of defects for the internal parts; and
16. Cleaning of the working area and cleaning of the site.
17. Submission of PMS Report to GSD for every conduct of PMS. A detailed report may be requested for further explanation of any findings during preventive maintenance.

#### B. Other Services

1. Emergency "Call-in" Provisions;
2. Free Check-up, troubleshooting, and minor repair;
3. Should respond within 24 hours upon receipt of call;
4. Cost of replacement of parts is excluded;
5. Prepare and submit a clear and detailed service report including the findings and recommendations for evaluation.

#### C. Notes

1. Inclusive of taxes and other charges.
2. Number of Air-conditioning units per division/room:

#### LIST OF AIRCON FOR National Commission on Muslim Filipinos

OFFICE	TYPE OF AIRCON	QUANTITY	REMARKS
GSD	Hyundai Split Type	2	2.5 HP
BLA	Tusot Split Type	1	2.5 HP
	American Home Split Type	1	2.5 HP
BMS	LG Window Type	3	2.5 HP
	American Home Split	1	2.5HP
BPCR	Hyundai Split Type	1	2.5 HP
	Window type	2	2HP
BMEA	Hyundai Split Type	1	2.5 HP
	Carrier Split Type	1	2.5 HP
Dir. BMEA	Matrix Split Type	1	1.5 HP
DED	Ox Split Type	1	2.0 HP
ED	American Home Split Type	1	2.5 HP
	Ox Split Type	1	2.0 HP

MISD	Hitachi Split Type	2	2.5 HP
BER	Hyundai Split Type	2	2.5 HP
	Carrier Floor Type	3	3TR
COS	Hyundai Spit Type	1	2.5 HP
BAC	Samsung Split Type	1	2.5 HP
IAD	Mobe Split Type	1	2 HP
OSEC	Hyundai Split Type	1	2.5 HP
	LG Window Type	4	2 HP
Comm. Mindalano	Hyundai Split Type	1	2.5 HP
Comm. Mindalano	Condura Split Type	1	2.0 HP
Comm. Mamukid	Tusot Split Type	2	2.5HP
NCMFEA	National Split Type	1	1.5 HP
Prayer Room (Ladies)	Ox Split Type	1	2.0 HP
Prayer Room (Men)	American Home Split	1	2.5HP
	American Home Window Type	1	2.5HP
Comm. Macadawan	Ox Split Type	1	2.0 HP
Planning	LG Window Type	3	2 HP
FMS	LG Window Type	3	2 HP
Cashier	LG Window Type	1	2 HP
Admin	LG Window Type	2	2 HP
HR	LG Window Type	2	2 HP
	American Home Split type	1	2.5HP
Comm. Mando	American Home Window Type	1	2.5HP
Dir. Cosaine (BPCR)	Koiliin Window Type	1	2 HP
	Panasonic Window Type	1	1 HP
CRS	Panasonic Window Type	1	1 HP
	Carrier Window Type	1	2 HP
COA	Carrier Window Type	1	2 HP
	Carrier Window Type	1	1.5 HP
	National Window Type	1	1.0 HP
Comm. Mamondiong	Tusot Window Type	1	2 HP
	Carrier Window Type	1	2 HP
Comm. Munib	Tusot Window Type	1	2 HP
Comm. Lidasan	Tusot Window Type	1	2 HP

Prayer Room	Carrier Window Type	1	2 HP
	Carrier Window Type	1	1.5 HP
Women Center	Condura Window Type	1	2 HP
BPE	Carrier Window Type	1	1.5 HP
	American Home Type	1	2.5HP
	LG Window Type	3	2.5HP
BMCA	Hyundai Floor Type	1	3TR