

**BASES CONVERSION and DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: gvlovendino@bcdad.gov.ph

REQUEST FOR QUOTATION

(Company Name):

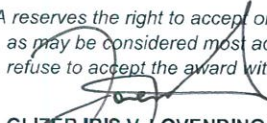
Date: 11 October 2025

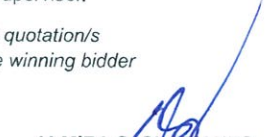
PR #: 0001630

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **16 October 2025 at 05:00pm.**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


GLIZER IRIS V. LOVENDINO
Cannasser


ALMIRA S. CLARIANES
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)
1	LOT	REPAIRS OF AIRCONDITIONING UNITS AT NEW CLARK CITY SPORTS FACILITIES PLEASE SEE ATTACHED TOR FOR MORE INFORMATION AND OTHER SPECIFICATIONS ABC PER LOT IS PHP 997,920.00				
TOTAL AMOUNT						₱

Note: The obligation for the warranty shall be covered by the retention money in an amount equivalent to 5% of the total contract price.

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement
- 4) Latest Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)

Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) within 5 working days upon notification of the Notice of Award.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement. Noncompliance on the timely submission of OSS is a ground for disqualification.

Terms and conditions:Price: **Inclusive of all applicable taxes and fees**Payment: **30 calendar days**Delivery: **60 Calendars Days from the receipt of Notice to Proceed at New Clark City Capas Tarlac**Validity of price: **one (1) month**WARRANTY: **One year warranty**

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number

TERMS OF REFERENCE (TOR)

REPAIRS OF AIR CONDITIONING UNITS AT NCCSF

I. BACKGROUND:

The Bases Conversion and Development Authority (BCDA) intends to engage the services of a licensed service provider for the repairs of air conditioning units at the Managed Property, New Clark City Sports Facilities, Brgy. Aranguren, Capas, Tarlac. The objective of this TOR is to ensure the comfort of athletes, staff, and visitors, as well as for maintaining an environment conducive to high-level sports performance and operations.

II. SCOPE OF WORK, DELIVERABLES AND QUALIFICATIONS:

The selected service provider shall undertake comprehensive repair of air conditioning units in the Athletics Stadium and Aquatics Center. The scope includes, but is not limited to the following:

Repair and Rehabilitation

- Replace defective parts including compressors, circuit boards, motors, fan blade assemblies, and insulation.
- Conduct welding and re-insulation of damaged piping.
- Perform troubleshooting and error code correction.

Preventive Maintenance Services (PMS)

- General cleaning of indoor and outdoor units, including cassette and wall-mounted systems.
- Drain line cleaning and unclogging.
- Electrical inspection and tightening of connections.
- Fan motor balancing and lubrication.

Refrigerant and Consumables

- Supply and recharge of refrigerants.
- Supply of nitrogen for leak testing.
- Supply of acetylene and other consumables required for welding and pressure testing.

Mobilization and Labor

- Mobilization/demobilization of all necessary equipment, tools, and manpower.
- Skilled technicians and support staff for the duration of the project.
- Submission of service reports for every repair and maintenance activity conducted.

A Detailed Itemized Scope of Work for each facility is provided below:

QTY	UNIT	ITEM
FACILITY: ATHLETICS STADIUM FCU		
A.) FC1 VRF FCU Rehab and Reprocess System		
1	lot	Replace Crack pipping, Weld Acetylene
1	lot	Replace New Insulation & Polyethylene Tape
1	lot	Recharge 1 Tank Freon
1	lot	Repair Indoor Board Error E1&E2
2	lots	General Cleaning of 2 Indoor Units
1	lot	Outdoor unit PMS
1	lot	Mobilization and Demobilization
B.) FCU 3F C6 VRF		
1	lot	Repair Indoor Board
1	lot	Replace Defective Fan Assembly & Fan Blade Cylinder
1	lot	Recharging Freon
1	lot	General PMS Indoor and Outdoor
C.) FCU 2F - A7		
1	lot	Repair Indoor Board
1	lot	Recharging Freon
1	lot	General PMS Indoor and Outdoor
D.) FCU 2F - A8		
1	lot	Repair Indoor Board
1	lot	Replace Motor Fan Blade Assembly
1	lot	Recharging Freon
1	lot	General PMS Indoor and Outdoor
E.) FCU 2F - B9		

1	lot	Replace Defective Indoor Board No Power (Burn out Board)
1	lot	Recharging Freon
1	lot	General PMS, cleaning
F.) FCU 2F - B6 TO B9 (4units) VRF		
1	lot	Recharging Freon 1 Tank
4	lots	General PMS, cleaning of 4 Indoor Units
1	lot	General PMS, cleaning of 1 Outdoor VRF
G.) FCU 6F - 2 Floor Mounted (No Power Indoor Board)		
1	lot	Repair Board
1	lot	Recharging Freon
1	lot	General PMS, cleaning
H.) FCU VRF 1st Call Room 4 Indoor Unit		
4	lots	General PMS, Cleaning Indoor (4 units)
1	lot	Outdoor VRF PMS
1	lot	Recharging Freon 4 units 1 tank
I.) FCU Sec. Room		
1	lot	General PMS
1	lot	Recharging Freon
J.) FCU Timing & Result Room		
1	lot	General PMS
1	lot	Recharging Freon
K.) FCU - VRF Staff Comm. Lounge (5 unit indoor)		
4	lots	General PMS Cassette Type
1	lot	General PMS Wall Mounted
1	lot	General PMS VRF Outdoor
1	lot	Recharging Freon 1 tank

L.) FCU - VRF Technical Staff Comm. Lounge (5 unit indoor)		
1	lot	Indoor unit No Power Repair Board
2	lot	General PMS 2 Indoor
1	lot	General PMS Outdoor
M.) FCU - Medical Room		
1	lot	General PMS
1	lot	Repair Error Board
N.) FCU - Consultation Room		
1	lot	General PMS
1	lot	Recharging Freon
O.) FCU - Treatment Room		
1	lot	General PMS
1	lot	Recharging Freon
FACILITY: AQUATICS CENTER FCU		
A.) Final Call Room		
2	lots	Replace 2 units Brand New Inverter Compressor 3phase/380v/42-480hz.
3	tanks	Recharging Freon
2	tanks	Nitrogen for Test Leak
1	lot	Mobilization Tools and Equipment & Acetylene Welding
1	lot	Refurbish all system, cleaning, test leak, vacuum System, Recharging – Labor Cost
A.) FCU GYM		
2	lots	Replace 2 units Brand New Inverter Compressor 3phase/380v/42-480hz.
3	tanks	Recharging Freon
2	tanks	Nitrogen for Test Leak
1	lot	Mobilization Tools and Equipment & Acetylene Welding

1	lot	Refurbish all system, cleaning, test leak, vacuum System, Recharging – Labor Cost
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Deliverables

- Fully functional air conditioning units restored to optimal performance.
- Service reports for each unit repaired.
- Warranty coverage for replaced parts and workmanship
- Certificate of Completion and Acceptance duly signed by the authorized representative.

Qualifications of Service Provider

The contractor must:

- Be duly registered and licensed to operate in the Philippines.
- Have at least three (3) years of experience in air conditioning repair and maintenance.
- Employ qualified and certified technicians with proper tools and equipment.
- Be capable of supplying genuine spare parts and refrigerants.
- Provide a minimum six (6) months warranty on parts and workmanship.

I. TECHNICAL SPECIFICATIONS

Freon Refrigerant Gas	R410/13.6kg
Inverter Compressor	3phase/380v/42-480hz

II. DELIVERY PERIOD

The delivery period of all scope of work shall be Sixty (60) Calendar Days from the date of Purchase Order or receipt of Notice to proceed.

III. LOCATION

National Government Administrative Center (NGAC), Aquatics Center, New Clark City, Brgy. Aranguren, Capas, Tarlac

IV. APPROVED BUDGET FOR THE CONTRACT

Nine Hundred Ninety Seven Thousand Nine Hundred Twenty and 00/100 Pesos only (Php 997,920.00) inclusive of VAT and all applicable government taxes and fees, chargeable to the BCDA General Appropriations Act (GAA).

The ABC shall be the upper limit or ceiling for the bid prices. Bid prices that exceed the ABC shall be disqualified outright. Bidders shall submit proposals for all line items. Evaluation and contract award will be undertaken as a whole

for the project. The Lowest Calculated bidder will be based on the total Amount
bided for the project.

V. WARRANTY

In order to assure that manufacturing defects shall be corrected by the
Supplier, a warranty security shall be required from the contract awardee for a
minimum period of one (1) year after acceptance by the BCDA of the delivered
supplies in accordance with Section 62.1 of the 2016 revised IRR of RA No.
9184.

The obligation for the warranty shall be covered by the retention money in an
amount equivalent to 5% of the total contract price. The said amounts shall
only be released after the lapse of the warranty period.

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Prepared By:


ENGR. AUSTIN RAYNIÑO O. REYES
Chief Admin. Officer, GSD

Recommending Approval:


MARIA JOSEFINA V. PE
Vice President, PPMD

Approved by:


ATTY. ELVIRA V. ESTANISLAO
Senior Vice President, CSG

