



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KEDUTAAN BESAR REPUBLIK FILIPINA
JAKARTA

REQUEST FOR QUOTATION

Repair and Maintenance of Airconditioning (AC) units

In line with its 2022 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure services for repair and maintenance of AC units for the Embassy and the Official Residence.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD11,214.00 or IDR157,000,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 12 April 2022. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

Mr. JULIUS P. CALISIN
Property Officer and Attaché
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia
Tel. No. : 3100334
Fax No. : 3151167
Email : julius.calisin@dfa.gov.ph

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 05 April 2022

By Authority of the Bids and Awards Committee (BAC)


JOEL M. PERALTA
Chairperson, BAC

Terms of Reference

Repair and Maintenance Airconditioning (AC) Units

The Approved Budget for Contract (ABC) is USD11,214.00 or IDR157,000,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00.

General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
The following are the accepted documents:
 - Notarial deed of establishment;
 - Taxpayer Identification Number;
 - Business Number; and
 - Trade Business License.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price and include all applicable taxes (including Value Added Tax).
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.

Scope of Work

1. The Contractor shall provide the following services upon request and in a consumable basis. Please refer Annex A Matrix of Repair and Maintenance of AC Units.
2. The Contractor shall ensure all its personnel are in proper uniform and wear their company ID cards at all time while inside the Embassy and Official Residence.
3. The Contractor must provide at least (6) months warranty for part replacements.
4. The contractor must follow health and safety protocols:
 - Follow all safety precautions in the application and handling of all chemicals (e.g. freon);
 - Provide Personal Protective Equipment to technicians during operations; and
 - The Contractor shall follow standard Covid-19 health and safety protocols.

Duration

1. The duration of the contract is from 15 April 2022 to 31 December 2022.

Payment terms

1. Payment shall be made within ten (10) days after the completion of service and receipt of invoice.
2. Payment shall only be made to rendered services only.

Annex A

No.	Service	No of Services Required	Unit Price	Total Price
	Embassy			
1	AC Cleaning 1PK	170		
2	AC Cleaning 2PK	16		
3	AC Overhaul/Tune-up 1PK	30		
4	AC Overhaul/Tune-up 2PK	5		
5	Full Freon Refill (R22) 1PK	20		
6	Partial Freon Refill (R22) 1PK	40		
7	Full Freon Refill (R410A) 2PK	10		
8	Partial Freon Refill (R410A) 2PK	10		
9	Bearing Replacement	6		
10	Compressor Repair/Replacement 1PK	5		
11	AC Outdoor Repair	10		
12	Capacitor 1PK replacement/repair	5		
13	Capacitor 2PK replacement/repair	4		
14	Overload 1PK replacement/repair	5		
15	Overload 2PK replacement/repair	4		
16	PCB Repair	5		
17	Freon Pipe Replacement /mtr	5		
18	Freon Pipe Repair (Fluring)	15		
19	Censor Repair	5		

Official Residence

20	AC Cleaning 7PK 1 Unit		7	
21	AC Cleaning 5PK 3 Unit		15	
22	AC Cleaning 4PK 1 Unit		4	
23	AC Cleaning 3PK 6 Unit		18	
24	Major Repair Services (including Compressor Replacement, Capacitor Replacement, Freon Refill, Pipe Welding, Vacuum, Blushing, and other repairs needed - 3PK AC		1	
25	Major Repair Services (including Compressor Replacement, Capacitor Replacement, Freon Refill, Installation of new pipe, Pipe Welding, Vacuum, Blushing, and other repairs needed - 2PK AC		1	
26	Freon Refill R22 3PK		6	
27	Freon Refill R22 4PK		1	
28	Freon Refill R22 5PK		5	

Item	Official Residence (Major Repair Services)	Qty	Unit	Price
1	Major Repair Services (including Compressor Replacement, Capacitor Replacement, Freon Refill, Pipe Welding, Vacuum, Blushing, and other repairs needed - 3PK AC	1		
2	Major Repair Services (including Compressor Replacement, Capacitor Replacement, Freon Refill, Installation of new pipe, Pipe Welding, Vacuum, Blushing, and other repairs needed - 2PK AC	1		