



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10493459  
**Procuring Entity** DEVELOPMENT ACADEMY OF THE PHILIPPINES  
**Title** One (1) Lot Rental Services for the Provision of complete Air-conditioning (AC) Services including Supply of Expertise at DAPCC Tagaytay  
**Area of Delivery** Cavite

<b>Solicitation Number:</b>	410692	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Airconditioning and Airconditioning Systems	<b>Date Published</b>	23/01/2024
<b>Approved Budget for the Contract:</b>	PHP 998,000.00	<b>Last Updated / Time</b>	22/01/2024 16:07 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	26/01/2024 08:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	ALVIN PACULA MAGTANGOB BUYER 1 San Miguel Ave., Pasig City Metro Manila Philippines 1600 63-2-63-02-6310921  magtangoba@dap.edu.ph		

#### Description

##### INSTRUCTIONS TO POSSIBLE CONTRACTORS

PROJECT: One (1) Lot Rental Services for the Provision of complete Air-conditioning (AC) Services including Supply of Expertise, Labor, Tools, Materials, Supervision, AC Equipment, Devices & Accessories as well as Installation, Testing, and Commissioning at the DAP Conference Center (DAPCC) Auditorium in Tagaytay City

##### 0 1 . S C O P E O F W O R K

- 01.1. Inspect location of Auditorium and AC and Electrical machine room areas to assess preparatory works and other engineering-related requirement/s;
- 01.2. Coordinate and meet with the DAPCC Engineering & Maintenance Services' (EMS) Resident Mechanical Engineer prior to the mobilization of labor, tools, materials, equipment, devices & accessories including Personal Protective Equipment (PPE) paraphernalia/s and submit necessary mechanical and electrical system installation plans for DAPCC EMS approval;
- 01.3. Acquire and pay necessary permits and/or clearances, if any;
- 01.4. Supply and deliver complete expertise, labor, tools, materials, equipment, devices & accessories including Personal Protective Equipment (PPE) paraphernalia/s to the approved location, without crippling effect to the on-going conferences, meetings & functions and without negative or impact to the integrity of any structural/ civil, mechanical/ electrical components of the DAPCC Building;
- 01.5. Lay-out, install and connect ducting system complete with appropriate mechanical hinges and support paraphernalia/s to allow steady, unhampered supply of comfortable, cooled air going to DAPCC Auditorium;
- 01.6. Terminate all electrical wirings, controls, breakers and other devices to prepare and give way to the electrical/ power supply of the rented air-conditioning system, devices and accessories;
- 01.7. Provide board-up or covering of the air-conditioning system's equipment and devices if the staging area is open

- to be seen and/ or will be eye-sore to attending participants of conferences, meetings & functions;
- 01.8. Test and Commission air-conditioning system, devices and accessories for one day (1) to three (3) days, whichever is applicable, before the official target date of usage;
- 01.9. Assign a Stand-by AC Operator or Technician and Supervising Engineer during the operation of the rented air-conditioning system to monitor the continuous operation, service, and maintenance of the AC system for the duration of the rental period;
- 01.10. Restore any damaged civil, mechanical, electrical components of the building owned by DAPCC Tagaytay during and after the period of operation of the rented AC system;
- 01.11. Supply all related consumable materials such as refrigerant, return air filters, coil cleaner for evaporator coils, compressor coil, pump gaskets, fuses, water treatment chemicals, etc. whenever necessary for the continuous operation and maintenance of the rented AC system for the duration of the rental period;
- 01.12. After the duration of the rental period, demobilize, clean, restore to its original condition the project site and all damaged structural/ civil, mechanical/ electrical components of the DAPCC Building;

Note #1: In the event that the rented AC system, equipment and other inclusive devices did not pass the testing, the awarded supplier must replace the AC system or any of its damaged component on-site within one (1) to three (3) calendar days prior to the date of use or within the applicable period prior to its usage;

Note #2: In the event that the rented AC system encounters a problem or error and that the system did not work according to its normal operation, the contractor must replace the system or any of its damaged/defective component/s within twenty-four (24) hours if the contractor failed to do so, they will be subjected to an applicable penalty by the DAP.

## 0 2 . M I N I M U M T E C H N I C A L S P E C I F I C A T I O N S

02.1. For Air-Conditioning Unit:

- 02.1.1. Shall at least have a capacity of 30 TR or 38 hp and is able to provide comfortable cooling to the participants of the Auditorium's conferences, meetings or functions;
- 02.1.2. With a voltage range of 220-230 Volts or compatible equipment voltages consistent with existing requirement of the building; and
- 02.1.3. Shall have a temporary pad for the equipment.

## 0 3 . O T H E R R E Q U I R E M E N T S :

- 03.1. Interested contractors must do a site visit at DAPCC before submitting a proposal/quotation;
- 03.2. The Contractor must clearly itemize the cost components of the Quotation, to include data as follows:
- 03.2.1. All materials/equipment/parts/items to be used shall include its specifications; and
- 03.2.2. For Labor / Technical Supervision: Should have a stand by operator /supervisor that will be available once the rented equipment will be use.
- 03.3. The contract duration or rental period shall be for a minimum of sixty-one (61) days. Equipment must be already installed, test and commissioned prior the start of the rental period. The rental period starts from February 1, 2024 up to April 1, 2024;
- 03.4. Orientation and Training of DAPCC Personnel (Engineering Staff) to the operation and maintenance of the rented air conditioning equipment, for monitoring purposes only, as awarded supplier will assign experienced AC operation and supervising engineer on-site;
- 03.5. Submission of Photos of Operation of Air Conditioning Equipment with Time and Date Stamps, including the Service Reports, and Recommendation;
- Before start of work, awarded supplier must submit a brochure, specification, manual and dimension of their equipment, if possible; and
- 03.6. The interested contractors must secure a Permit to Work from the DAPCC EMS Office prior to mobilization, installation and demobilization phases of works.

## 0.4 T E R M S O F P A Y M E N T :

- 04.1. The terms of payment will process upon the issuance of Certificate of Service Rendered by the Procurement Entity.

**Created by** ALVIN PACULA MAGTANGOB

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