



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11962228

**Procuring Entity** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION V

**Title** PREVENTIVE MAINTENANCE, CHECK UP AND ASSESSMENT OF AIR CONDITIONING UNITS AT DSWD COMPLEX, LIGAO (HFWG & RSCC)

**Area of Delivery** Albay

<b>Solicitation Number:</b>	NF 2504-0269	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Airconditioning Maintenance Services		
<b>Approved Budget for the Contract:</b>	PHP 82,800.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	12/04/2025
<b>Contact Person:</b>	Maria Wynna C. Quismorio Member, BAC Secretariat Rawis Legazpi City Albay Philippines 4500 63-52-4805670  procurement.fo5@dswd.gov.ph	<b>Last Updated / Time</b>	11/04/2025 08:26 AM
		<b>Closing Date / Time</b>	16/04/2025 11:00 AM

#### Description

PREVENTIVE MAINTENANCE, CHECK UP AND ASSESSMENT OF AIR CONDITIONING UNITS AT DSWD COMPLEX, LIGAO (HFWG & RSCC)

Location: DSWD Complex, Ligao (HFWG & RSCC)

A.) Quarterly General Cleaning

April 2025

21 unit a.) Window Type

5 unit b.) Split Type, Wall Mounted

July 2025

21 unit a.) Window Type

5 unit b.) Split Type, Wall Mounted

October 2025

21 unit a.) Window Type

5 unit b.) Split Type, Wall Mounted

Scope of Works:

- A.) Cleaning of Filters, Panels, Front Covers, Blower Assembly, Drain Line, Fins, Evaporator and Condenser Coils
- B.) Provision of Unit Parameters (Voltage, Current, High Side and Lowside Pressure) before and after maintenance

B.) System Assessment

Provision of technical assessment during the contract period to address unit malfunctions is free of charge and will only be required when a malfunction occurs. Provision of service report will also be given every after scheduled check-up.

Terms and Conditions:

The office shall only pay an amount equal to the number of units cleaned/ maintained at set schedule.

The BGMS has the option to exclude units included in the scheduled maintenance due to the following reasons:

- A.) The unit is defective
- B.) The office is close.

Qualifications:

The service and repair provider must be at least a duly accredited Service and Repair Enterprise under the category of 3-Star Type B Refrigeration and Airconditioning Shop by the Department of Trade and Industry (DTI).

This includes Scope of Work in the Terms of Reference attached  
With attached tentative Work Schedule CY 2025

**Created by** JENNIFER G REGALADO

**Date Created** 11/04/2025

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