Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII
Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato

Document Code		
FM-QP-DILG-AS-RO-10-07		
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MODE OF PROCUREMENT:	**SMALL VALUE PROCUREMENT (SVP)**	**RFQ No. :**	**SVP2026-06-088**
Name of Procuring Entity:	**DILG XII**	**Date:**	**23 JUNE 2026**
Office/End User:	**FINANCE AND ADMINISTRATIVE DIVISION (FAD) - GENERAL SERVICES SECTION (GSS)**		
Company Name (TO BE FILLED OUT BY SUPPLIER):			
Address (TO BE FILLED OUT BY SUPPLIER)			
***PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)**			

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifiactions and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.

APPROVED BUDGET FOR THE CONTRACT (ABC):

PHP 124,860.00

IAN JON S. CLEMENTE
LGOO VII / RBAC CHAIRPERSON

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	*APPROVED BUDGET FOR THE CONTRACT (ABC)*		*STATEMENT OF COMPLIANCE ("YES OR NO")*	*PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER*	
				ABC PER ITEM	*TOTAL ABC*		*OFFER PER ITEM*	*TOTAL OFFER*
	PROVISION OF LABOR AND MATERIALS FOR THE GENERAL CLEANING OF ALL AIR CONDITIONING UNITS OF THE DILG REGIONAL OFFICE XII .							
1	**Scheduled Cleaning and Preventive Maintenance of Twenty-Six (26) 1.5 to 2.0 HP Split-Type Air Conditioning Units for three (3) scheduled cleaning services for Calendar Year 2026**	3	SERVICES	25,220.00	75,660.00			
2	**Scheduled Cleaning and Preventive Maintenance of Eight (8) 2TR to 3TR Wall-Mounted Air Conditioning Units for three (3) scheduled cleaning services for Calendar Year 2026**	3	SERVICES	10,400.00	31,200.00			
3	**Repair and Freon Charging Services**	5	JOBS	3,600.00	18,000.00			
							GRAND TOTAL:	

All of the required items in the RFQ must be accomplished COMPLETELY. DO NOT LEAVE ANY BLANK PORTIONS ON THE STATEMENT OF COMPLIANCE. Bidders must state either "YES or "NO" against each of the individual parameters of each Specification stating the corresponding performance parameter of the item/s offered. Failure to do so shall be a ground for the rejection of the bid.

For first-time bidders, in order to be eligible for this procurement, suppliers/service providers must submit the following eligibility requirements together with their quotation/proposal;

- Annual Income Tax Return (ITR) FY. 2024 (for those who do not have Business Permit for 2026 yet)
- Certificate of Business Name Registration from DTI (Updated)
- Tax Clearance Certificate from BIR (Updated) (if Applicable)
- Business/ Payor's Permit (Updated)
- Certificate of PhilGEPs Registration /Registration number (Red Membership)
- *Submission of Accomplished and Notarized Omnibus Sworn Statement ***SHOULD BE BEFORE THE ISSUANCE OF NOTICE OF AWARD (NOA)*** (Download Template here: https://www.gppb.gov.ph/downloadable-forms/)

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REQUIREMENTS:	***STATEMENT OF COMPLIANCE ("YES OR NO")***	**REMARKS**
1. The **Service Provider** shall conduct a thorough general cleaning of all thirty-four (34) air conditioning units, including indoor and outdoor components, in accordance with industry standards and manufacturer recommendations.		
2. The scope of work shall include, but not be limited to: * Cleaning of air filters, evaporator coils, condenser coils, drain pans, and blower assemblies; * Flushing and clearing of drain lines; * Cleaning of condenser units and removal of accumulated dirt and debris; * Inspection of electrical connections and operating controls; * Checking of refrigerant pressure and reporting any abnormalities.		
3. The **Service Provider** shall supply all necessary tools, equipment, cleaning materials, chemicals, and personal protective equipment (PPE) required for the completion of the work.		
4. All personnel assigned to the **cleaning services** must be properly trained and qualified to perform air conditioning maintenance services.		
5. The **Service Provider** shall ensure that all work areas are kept clean and orderly during and after the service. Any waste materials generated shall be properly collected and disposed of.		
6. The **Service Provider** shall coordinate with the designated DILG Regional Office XII personnel regarding the work schedule to minimize disruption to office operations.		
7. Any defects, damaged parts, or issues discovered during the cleaning and inspection shall be immediately reported in writing to the end-user, together with corresponding recommendations.		
8. The **Service Provider** shall be responsible for any damage to government property caused by negligence or improper workmanship during the conduct of the service.		
9. Upon completion of the work, the **Service Provider** shall submit a Service Report indicating the units serviced, findings, corrective actions undertaken, and recommendations for further maintenance or repair, if any.		
10. The **Service Provider** shall provide a warranty period of at least thirty (30) days on workmanship from the date of acceptance of the completed service.		
11. All services shall be completed within the period specified in the Notice to Proceed or Purchase Order, subject to the approval of DILG Regional Office XII.		
12. Payment shall be made only upon satisfactory completion of the services rendered and submission of the required documents, subject to applicable government accounting and auditing rules and regulations.		

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	OTHER REQUIREMENTS:		
	Delivery of the services must be not later than Sixty (60) days after the issuance of Notice to Proceed (NTP).		
	Complete delivery of all requested services as per the RFQ specifications and ensure that all items are new, high-quality, and meet the specifications provided		
	Promptly replace any items that are damaged, defective, or not in compliance with the RFQ specifications		
	All quoted prices must be final and inclusive of all costs, including freight/delivery charges, handling fees or any applicable taxes or duties		

For inquiries or clarifications, you may contact **Mr. Allamen Tom S. Pangilamen at Telephone Number (083) 228-7960 or email address at dilgxii.fadgss@gmail.com.**

IMPORTANT: Please submit your quotation(s) on or before **JUNE 29, 2026** at exactly **10:00 AM** in any of the following manner: in a sealed envelope, through the official submission link, or email us at **dilgro12twgrfq@gmail.com.**

Please submit sealed envelopes to the DILG Regional Office XII, located at the Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato. Ensure all submissions are clearly labeled with the project title, RFQ or reference number (if applicable), bidder's name, and contact details.

Submissions through email must be password protected. Password may be sent to DILG Regional office through a sealed envelope or may be disclosed through call or video conference during the scheduled opening of bids.

Warranty		**Price Validity**	

After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.

Printed Name/Signature/Date

Tel. No./Cellphone No.