



**PHILIPPINE PORTS AUTHORITY - PORT MANAGEMENT OFFICE OF MISAMIS ORIENTAL/CAGAYAN DE ORO**

**REQUEST FOR QUOTATION**

Date: 14 May 2026  
Quotation No.: 2026-004

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

Tax Identification Number (TIN): \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro, through its Bids and Awards Committee (BAC), intends to procure the project **Preventive Maintenance/Repair of System 4G of HVAC System at the Passenger Terminal Building, Port of Cagayan de Oro.** with Approved Budget for the Contract (ABC) of **Five Hundred Thirty-Nine Thousand Two Hundred Thirty-Nine Pesos and 39/100 (Php 539,239.39)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **10:00 AM of 19 May 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):


**MEDARDO I. SOSOBRADO, JR.**  
*BAC Chairperson/Division Manager A - Port Police*  
*Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro*  
*Port Area, Brgy. Macabalan, Cagayan de Oro City*  
*Contact No. +639662304911*  
*Email: moc\_supply@ppa.com.ph*

Interested service provider/supplier shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business Permit**
- b. **PhilGEPS Registration Number**
- c. **Notarized Omnibus Sworn Statement and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- d. **Income/Business Tax Return**

The Head of the Procuring Entity (HoPE) of the PPA PMO MO/C reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the Supply and Procurement Unit at +639662304911.

  
**MEDARDO I. SOSOBRADO JR.**  
Chairperson, Bids and Awards Committee

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at **moc\_supply@ppa.com.ph**
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the **Most Economically Advantageous and Responsive Bid**, the PPA PMO MOC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the Most Economically Advantageous and Responsive Bid which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PPA PMO MOC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12 009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Preventive Maintenance/Repair of System 4G of HVAC System at the Passenger Terminal Building, Port of Cagayan de Oro				
Minimum Technical Specifications	Quantity	Unit	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
<b>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</b>				
Preventive Maintenance/Repair of System 4G of HVAC System at the Passenger Terminal Building, Port of Cagayan de Oro	1	LOT		
<p><b><u>I. Scope of Works:</u></b></p> <p>The contractor shall undertake the project in accordance with the accepted industry standards and procedures:</p> <p>1.) <b>Inspection and Assessment for System 4G</b></p> <ul style="list-style-type: none"> <li>- Conduct visual inspection of all HVAC components under System 4G</li> <li>- Checking and servicing of Compressors, Condensers and Evaporators</li> <li>- Inspect electrical systems (Wiring, Controls, Breakers, Motherboard)</li> <li>- Check refrigerant levels and conduct refrigerant leak testing</li> <li>- Inspect and assess thermostats and control systems error for accuracy and functionality</li> </ul> <p>2.) <b>Conduct Leak Tracing for System 4G</b></p> <ul style="list-style-type: none"> <li>- Conduct visual inspection of all refrigerant lines, joints, fittings, valves and coils</li> <li>- Utilize appropriate leak detection (Electronic Leak Detector, Soap Bubble Solution, Nitrogen Pressure Testing)</li> <li>- Check indoor and outdoor units, including ceiling-mounted and split-type systems</li> <li>- Isolate affected sections to accurately determine leak sources</li> <li>- Mark and document all identified leak points</li> </ul> <p>3.) <b>Conduct of Leak Repair for System 4G</b></p> <ul style="list-style-type: none"> <li>- Verification of identified leak points prior to repair</li> <li>- Tightening of loose fittings, flare connections and valves</li> <li>- Brazing or re-brazing of leaking joints and copper piping</li> <li>- Replacement of defective components such as: Valves and fittings, Copper Tubing Sections, Evaporator or Condenser Coils</li> <li>- Pressure testing using nitrogen after repair to ensure no further leakage</li> <li>- Ensuring all repaired sections comply with HVAC standards and manufacturer specifications</li> <li>- Refoaming or Re-Insulation on HVAC Copper Tubes of System 4G</li> </ul> <p>4.) <b>Conduct of System Reprocess for System 4G</b></p> <ul style="list-style-type: none"> <li>- Flushing/Cleaning of refrigerant lines and components to remove contaminants</li> <li>- Replacement of filter driers (if required)</li> <li>- Evacuation of the system using a vacuum pump to remove air and moisture</li> <li>- Holding vacuum test to ensure no presence of leaks or moisture</li> <li>- Charging of refrigerant based on manufacturer's specified type and quantity</li> <li>- Oil checking and replenishment (if applicable)</li> <li>- System start-up and operational testing</li> </ul>				

**5.) Refrigerant Management**

- Check refrigerant levels and refill refrigerant (R 410-A) if necessary, ensuring compliance with environmental regulations

**6.) Error Code Management "H3-03"**

- Detecting System Fault indicated at Control Panel
- Troubleshooting Error Code
- Logging and Tracking Corrective Actions

**7.) Supply of technical expertise, labor, materials, tools and equipment for the deep cleaning of the following components under System 4G**

- a.) Fan Coil Units
- b.) Evaporator Coil Units
- c.) Condensing Coil Units
- d.) Air Filters and Fans
- e.) Air Vents and Ducts

**Number of Units (PTB Ground Floor)**

- a.) 5 units 5.0 HP Ceiling Cassette Type (System 4G-a)
- b.) 6 units 4.0 HP Ceiling Cassette Type (System 4G-b)
- c.) 1 unit 2.0 HP Ceiling Cassette Type (System 4G-f)

**8.) Supply and Install Supplemental Airflow Control Devices for the Modification and Enhancement of System 4G (Includes Holder and Accessories)**

- a.) To enhance HVAC performance
- b.) Odor and Fume Control
- c.) Moisture and Humidity Control
- d.) Energy Efficiency
- f.) Improved Indoor Comfort

**9.) Testing and Commissioning**

All works shall conform to applicable engineering standards, manufacturer specifications, and PPA PMO MOC guidelines.

**II. Contractors Deliverables**

The Contractor shall be responsible for the complete execution and successful completion of the project titled "Preventive Maintenance/Repair of System 4G of HVAC System at the Passenger Terminal Building".

**1.) Pre-Maintenance Deliverables**

- Mobilization Plan and Work Schedule
  - o Detailed Timeline of Activities (Daily/Weekly Schedule)
  - o Manpower Deployment Plan
- Methodology Statement
  - o Step-by-Step Procedures for Preventive Maintenance and Repair
- Safety Plan
  - o Safety Protocols and PPE Requirements
- Tools and Equipment List
  - o Complete List of Diagnostic Tools, Testing Equipment and Equipment to be used

**2.) Inspection and Assessment Reports**

- Initial System Condition Report
  - o Status of all System 4G Components (VRF units, Ceiling-Mounted Units, Split-Type Units, Piping, Controls)
  - o Identification of Defects, Leaks, Abnormal Noise/Vibration and Inefficiencies
- Electrical and Mechanical Evaluation Report
- Refrigerant Level and Pressure Assessment

<p><b>3.) Preventive Maintenance Outputs</b></p> <ul style="list-style-type: none"> <li>• Cleaning of Indoor and Outdoor Units (Filters, Coils, Drain Lines)</li> <li>• Checking and Tightening of Electrical Connections</li> <li>• Calibration of Thermostats and Control Systems</li> </ul> <p><b>4.) Repair and Rectification Works</b></p> <ul style="list-style-type: none"> <li>• Leak Detection and Repair (Refrigerant Piping System)</li> <li>• Refrigerant Recovery, Vacuuming and Recharging</li> <li>• System Reprocessing and Performance Restoration</li> </ul> <p><b>5.) Supply, Installation and Installation of Supplemental Airflow Control Devices</b></p> <ul style="list-style-type: none"> <li>• Supply and install appropriate equipment at identified openings to create a controlled air barrier that reduces infiltration of warm air, dust and fumes</li> <li>• Ensure the installed devices are compatible with existing electrical systems and do not interfere with pedestrian movement or safety</li> <li>• Integrate operation with door activity where applicable</li> <li>• Perform testing and commissioning to verify effectiveness in maintaining indoor temperature stability and improving HVAC efficiency</li> </ul> <p><b>6.) Testing and Commissioning</b></p> <ul style="list-style-type: none"> <li>• Functional Testing of all Units under System 4G</li> <li>• Performance Verification (Cooling Capacity, Airflow, Temperature Differentials)</li> <li>• System Balancing Optimization</li> </ul>				
<p><b>III. Project Duration</b></p> <p>The winning bidder shall complete all works under this project within Twenty-Five (25) calendar days from the date of receipt of the Purchase Order (PO).</p>				
<p><b>IV. Payment Terms:</b></p> <p>Payment shall be made to the winning bidder only upon full completion and final acceptance of the work by the PMO MO/C, through the ESD, and upon submission of the following:</p> <ul style="list-style-type: none"> <li>• Detailed Test Result and Service Report</li> <li>• Certificate of Completion and Acceptance</li> </ul> <p>No advance or progress payment shall be allowed under this Contract. The total contract amount shall be released after project completion, subject to the usual government accounting, auditing and tax deduction requirements.</p>				
<p><b>V. Penalties for Delay</b></p> <p>For unjustified delay in delivery, Liquidated Damages shall be imposed at a rate of 0.10% (One-Tenth of One Percent) of the unperformed portion of the contract per calendar day of delay.</p> <p>The total Liquidated Damages shall not exceed ten percent (10%) of the total contract price, after which the Procuring Entity may rescind the contract in accordance with rules and regulations under the NGPA.</p>				

**VI. Bidder Qualifications and Other Information**

The Bidder must meet the following minimum qualifications:

**1.) Eligibility Requirements**

The Bidder must be an Authorized Service Provider of Daikin and shall submit the following:

- Valid Certificate of Authorized Service Provider
  - Issued by Daikin or Its Official Distributor
- Business Registration Documents
  - DTI/SEC Registration
  - Valid Mayor's/Business Permit
  - BIR Registration
  - Updated PhilGEPS Registration Certificate

**2.) Technical Qualifications**

The Bidder must demonstrate capability to service VRV and Split-Type HVAC Systems:

- At least three (3) to five (5) years experience in VRV HVAC System Preventive Maintenance and Repair
- Proven experience with Daikin VRV Systems and Inverter-Type Units
- Submission of list of completed similar projects

**3.) Professional Requirements**

The Bidder shall assign qualified personnel with the following credentials:

- Licensed Engineer (Preferably with HVAC Specialization)
- Certified HVAC Technicians
  - With Trainings or Certification from Daikin or Equivalent.

**4.) Tools and Equipment Capability**

The Bidder must possess the following minimum tools and equipment:

- Refrigerant Recovery Machine
- Vacuum Pump with Micron Gauge
- Digital Manifold Gauges
- Leak Detection Equipment (Electronic and/or Nitrogen Setup)
- Electrical Testing Instruments (Multimeter, Clamp Meter, Insulation Tester)
- Coil Cleaning Equipment (Pressure Washer)

**5.) Service Capability Requirements**

- Capability to Perform Diagnostics, Repair and Reprogramming of Daikin Systems
- Access to Genuine Spare Parts and Refrigerants
- Ability to Provide Technical Support and After-Sales Service
- Availability for Emergency Response within Agreed Time

**6.) Warranty and After Sales Support**

- 6 Months Warranty on Workmanship
- 12 Months Warranty on Parts/Materials
- Manufacturer's Warranty for all Supplied Parts
- Commitment to Provide Post-Maintenance Technical Support

**7.) Compliance Requirements**

The Bidder shall comply with:

- Applicable Philippine Mechanical and Electrical Codes
- Occupational Safety and Health Standards (OSHS)
- Environmental Regulations on Refrigerant Handling and Disposal

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Preventive Maintenance/Repair of System 4G of HVAC System at the Passenger Terminal Building, Port of Cagayan de Oro	
Approved Budget for the Contract	Total Offered Quotation
<b>Five Hundred Thirty-Nine Thousand Two Hundred Thirty-Nine Pesos and 39/100 (Php 539,239.39)</b>	In words:
	_____
	_____
	_____
	In Figures:
	_____
	_____

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

\_\_\_\_\_ Printed Name / Signature

\_\_\_\_\_ Position / Designation

\_\_\_\_\_ Tel. No. / Cellphone No.

\_\_\_\_\_ email address

Date: \_\_\_\_\_

(PR No. CDO-2874-26)