



## REQUEST FOR QUOTATION

Date: February 27, 2024

RFQ No. 2024-MC-69

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(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center, Inc. (PICCI)**, through its Bids and Awards Committee, intends to procure **MAINTENANCE SERVICING AND GENERAL CLEANING OF KITCHEN EXHAUST SYSTEM AT THE MAIN KITCHEN AND AMORSOLO KITCHEN**, with an **Approved Budget for Contract (ABC) of One Hundred Twenty Thousand Six Hundred Ninety-Seven Pesos and Fifty Centavos (₱ 120,697.50), VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **3:00 p.m. of March 6, 2024**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2024 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **Omnibus Sworn Statement**
- e. **Copy of the Terms of Reference duly signed on all pages.**


The following technical documents are also required to submit together with your offer and the above mentioned eligibility documents:

1. **List of at least three (3) projects on general cleaning, maintenance, and/or repair of air conditioning system and/or exhaust system or kitchen exhaust system detailing the name of clients, contact person, contact telephone numbers, completion dates, and the contract price.**
2. **Certificate of ocular inspection issued by the Mechanical Services Division.**

Evaluation of offer and compliance to requirements and qualifications shall be based on "Pass or Fail" criteria of R.A. No. 9184.

Open quotations may be submitted manually or through email at the address and contact numbers indicated below.

For any clarifications, you may contact **Mr. Odysseus Oliver U. Galimba** at telephone no. **(02) 8789-4760** or email address at [ougalimba@picc.gov.ph](mailto:ougalimba@picc.gov.ph)

  
**KRISTINE ANGELICA E. AGUJO**  
Head, BAC Secretariat/  
Procurement Unit

## TERMS OF REFERENCE

**I. PROJECT TITLE:**

Maintenance Servicing and General Cleaning of Kitchen Exhaust System at The Main Kitchen and Amorsolo Kitchen.

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

One Hundred Twenty Thousand Six-Hundred Ninety-Seven Pesos and Fifty Centavos (₱ 120,697.50), VAT Inclusive

**III. SPECIFIC WORKS:**

Supply of labor, materials, tools and instruments, expertise and supervision for the semi-annual general cleaning of two (2) exhaust fan units serving Main Kitchen and Executive (Amorsolo) Restaurant Kitchen to include, but not limited to, the following:

1. Supply and deliver cleaning agent and de-greasing agent necessary for cleaning the exhaust duct system of the following Exhaust Fan Units:

- 1.1 Exhaust Fan Unit 23 A and B (Roto-clone) serving Main Kitchen

- 1.2 Exhaust Fan Unit 24 serving Executive (Amorsolo) Restaurant Kitchen

2. Clean properly air grilles, filters and exhaust ducts of the above-mentioned units including the fan units and ducts at the roof deck using the following:

- 2.1 mild or appropriate non-corrosive solution of cleaning agent and/or degreasing agent, with appropriate corrosion inhibitor.

- 2.2 tools and instruments appropriate to the ducts and surroundings

- 2.3 high pressure washer (for the filters and exhaust blowers only)

- 2.4 water of rinsing and/or cleaning (for the filters and exhaust blowers only)

Note: The methodology of cleaning and degreasing should not damage the exhaust duct system to be cleaned as well as any other equipment and property of PICC within the kitchens and other cleaning areas.

3. Rinse or wipe thoroughly the grilles, filters, duct internals and externals, fan internals and externals to remove the corrosive effect of the chemicals – cleaning agent and/or degreasing agent.

4. Clean the kitchen floors and walls and kitchen equipment affected during the process of cleaning.
5. Clean properly exhaust blowers using high-pressure washer and raw water with non-corrosive cleaning agent and/or degreasing agent.
6. Clean exhaust fan surrounding.
7. Conduct test-run for about one (1) to three (3) minutes for each exhaust fan before and after cleaning to determine whether the units are in good operating condition.
8. Conduct trouble shooting and minor repair works if the drive motor and/or control system does not function properly.
9. Conduct minor repair works to seal leaks and to restore good/acceptable exhaust efficiency. Any materials needed for the repair shall be supplied by Contractor.
10. Conduct spot de-rusting and repainting works using marine red oxide and/or epoxy, color gray, to be supplied by the Contractor. Spot de-rusting and repainting means to work only on the spot of corroded/rusted portion of the duct system including supports and hangers.
11. Turn over the exhaust systems in good order condition.

**IV. DURATION OF CONTRACT/SERVICE DELIVERY:**

Contract duration or service delivery shall be for a period of one (1) year. The contract will commence after receipt of Notice to Proceed.

**V. COMPLETION TIME:**

The first stage of cleaning project shall be implemented within the first six-month period and completed within twenty (20) Calendar days after receipt of Request of Services (R.S) and/or Notice to Proceed (NTP). The second stage of the cleaning project shall be implemented within the next six-month period and completed within twenty (20) Calendar days after receipt of Request of Services (R.S) and/or Notice to Proceed (NTP). The Contractor shall be granted extension of completion time for any delay attributable to PICC. In case of delay in the required completion time or delivery period, inclusive of duly granted time extensions if any, the Contractor shall be liable

for damages for the delay and shall pay the PICC for liquidated damages an amount equivalent to 1/10 of 1 percent of the total value of the project for each day of delay until such time the project is finally completed and accepted by PICC. Said penalty on delay shall be charged to performance bond and/or any amount due to Contractor.

**VI. TERMS OF PAYMENT:**

Payment shall be released within three (3) to four (4) weeks after completion, acceptance and receipt of billing for every period. The following supporting documents shall be submitted:

- 1.) Certification for Completion/Turn-over Report
- 2.) Invoice
- 3.) Copy of delivery receipt for the return of replaced parts/materials, if any.
- 4.) Special Bank Guarantee equivalent to ten (10) percent of the Contract amount or retention money equivalent to five percent (5%) of the contract amount.

Note: Special Bank Guarantee is not necessary if the contractor chooses the warranty obligation in the form of five percent (5%) retention money.

**VII. WARRANTY:**

Three (3) months warranty for workmanship and parts/materials supplied by the Contractor, if any. The obligation for the warranty shall be covered by either retention money in an amount equivalent to five percent (5%), or Special Bank Guarantee, equivalent to five percent (5%) of the total contract price. Said warranty obligation shall be released only after the expiration of warranty period, however, the same will be forfeited by PICC as part of payment for any damage of the units involved if the contractor refuses or fails to restore/repair the damage. That is, if the damage is found attribute to contractor during the process of cleaning and warranty period.

**VIII. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:**

1. The Contractor shall conduct semi-annual general cleaning of the exhaust system serving Main Kitchen and Amorsolo Restaurant Kitchen.
2. The Contractor before submitting his proposal should examine all issued documents relating to his work and should verify all governing conditions at site. The contractor shall report to PICC any condition that will prevent him from performing first class work. No consideration will be granted for any

alleged misunderstanding of the parts and materials to be used and work to be done.

3. Upon receipt of letter of Award and/or signing of contract, the Contractor shall post a performance security in favor of PICC. Said security shall be equivalent to five percent (5%) of total contract price if in the form of cash, cashier's check or manager's check, or thirty percent (30%) of total contract price if in the form of surety bond (callable upon demand) issued by any reputable surety or insurance company, duly certified by the Office of the Insurance Commission as authorized to issue such security. Said performance security will be forfeited by PICC as payment for any damage as a result of poor workmanship of the Contractor and will be released only after final work acceptance by PICC.
4. The Contractor shall see to it that the chemicals (cleaning and degreasing agent) to be used shall not be detrimental to the G.I sheet materials, B.I sheet materials and steel brace/supports, paint, flooring and other kitchen material and equipment. Submit Material Safety Data Sheet (MSDS) of chemicals to be used.
5. The Contractor must submit their proposed cleaning methodology for approval.
6. Contractor's personnel for the cleaning works must wear their Personal Protective Equipment (PPE) whenever inside the duct and/or handling cleaning agents/chemicals.
7. The PICC and Food Concessionaire's representatives shall directly monitor at site the contractor's conduct of general cleaning of the kitchen exhaust duct system to ensure proper cleaning, work coordination and to avoid possible damage to PICC property.
8. The Contractor shall clean the surrounding after each day of cleaning for proper hygiene in the kitchen.
9. Any parts found defective by the Contractor during the process of general cleaning shall be reported immediately to Assistant Director of Mechanical Services Division for the latter's record and evaluation.
10. Any part of the system being worked on and other properties of PICC that may be damaged due to negligence and/or poor workmanship of the Contractor will be restored by the Contractor at no cost to PICC.
11. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and regulations of the PICC on security, sanitation, environmental compliance, safety and health and other regulations.

12. The Contractor must submit NBI/Police/Barangay Clearance of each assigned personnel to be assigned at the PICC.
13. The Contractor's personnel should wear its company uniform/ID at all times in the PICC premises.
14. Any work that may affect the operation and security measures of PICC shall be coordinated properly and shall be done in accordance with the PICC' approved schedule. No work shall be done without the permission of the Mechanical Services Division and the Food Concessionaire to avoid any problem in kitchen operation.
15. The Contractor should free the PICC and its personnel from and against all liabilities arising from injuries or liabilities to persons or damages to property occasioned by any act or omissions by the Contractor and its personnel.

**IX. CONTRACTOR'S QUALIFICATION:**

The participating contractor must:

1. Be engaged in the maintenance cleaning and repair of Air conditioning units and/kitchen exhaust systems for at least two (2) years.
2. Have expertise and hands-on trouble shooting skills on electric drive motors and star-delta control system of ventilation units.
3. Have at least three (3) maintenance cleaning and/or maintenance/repair projects on air handling units/exhaust system/kitchen exhaust system

**X. GENERAL CONDITIONS OF THE CONTRACT:**

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.
2. The Contractor shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Contractor shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's

requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay including Sundays and holidays in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.



# REQUEST FOR QUOTATION

Date:  
RFQ No. 2024-MC-69

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC.  
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
<b>Maintenance Servicing and General Cleaning of Kitchen Exhaust System at the Main and Amorsolo Kitchen</b>	₱ _____ <b>VAT Inclusive</b>

We undertake, if our quotation is accepted, to deliver the service/s in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

\_\_\_\_\_  
Signature over Printed Name

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

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

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

Office Telephone No./s: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address/es: \_\_\_\_\_ Mobile No.: \_\_\_\_\_