

REPUBLIC OF THE PHILIPPINES
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BANGKOK, THAILAND

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Bangkok, Thailand informs the general public that the Embassy intends to procure services for the maintenance of twenty-five (25) air conditioning units in the Embassy for the remainder of calendar year 2021. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. The details of the requested service are as follows:

Name of Project	:	Maintenance of 25 Air Conditioning Units in the Embassy for the Remainder of Calendar Year 2021
Specifications	:	See attached Annex A
Target Schedules	:	July 2021 and November 2021
Approved Budget	:	Not to exceed a total of THB70,000.00
Payment	:	Send Bill Arrangement (Payment will be made after each cleaning)

Please submit a signed quotation and indicate your acceptance for the project. The Embassy accepts quotations submitted directly, or by facsimile or email at the following address, fax numbers, and email address, respectively:

- 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
- Fax nos. +662 259-2809/259-7373
- Email: bangkokpe.bac@dfa.gov.ph

The deadline for the submission of quotations is on **11 June 2021, 1200h**. For inquiries, you may contact the Embassy at telephone no. +662 259 0139, extension 120.

Very truly yours,

Beatriz Ines L. Herrera-Davila
Head, Bids and Awards Committee Secretariat
Embassy of the Republic of the Philippines, Bangkok

08 June 2021

SPECIFICATIONS

Bi-annual cleaning of twenty-five (25) air conditioning units in the Embassy, inclusive of, but not limited to, the following services:

- Removal of the front panel for cleaning;
- Cleaning of the evaporator with a high-pressure pump and steam cleaner system;
- Cleaning of evaporator coils;
- Cleaning of the drain pipe;
- Cleaning of the air pre-filter;
- Checking of the internal wiring connection and tightening of cable screws;
- Checking the speed of the fan motor;
- Checking and cleaning the body of the air conditioning unit;
- Checking and refill of Freon, as needed
- Checking and replacing parts (capacitors, fans, etc.), as needed; and
- Repair of the air conditioning units, in case of breakdown or malfunction.

PRICE QUOTATION FORM

(DATE)

Embassy of the Republic of the Philippines, Bangkok
760 Sukhumvit Road corner Soi Philippines (30/1)
Bangkok 10110, Thailand

Madam/Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the following items:

PROJECT	AMOUNT IN FIGURES
Maintenance of 25 Air Conditioning Units in the Embassy for the Remainder of Calendar Year 2021	
GRAND TOTAL	

(Amount in Words)

The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

Name of Company

Name/Signature of Representative

Contact No.