

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 of the Embassy for 2022. 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 of the Embassy for 2022
Terms of Reference	:	See attached Annex A
Approved Budget	:	Not to exceed a total of THB70,000.00
Payment	:	Send-Bill Arrangement (payment will be made after each service)

Please submit a signed quotation and indicate your acceptance of 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 **22 February 2022, 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

18 February 2022

TERMS OF REFERENCE

A. Scope of Procurement

The maintenance of the twenty-five (25) air conditioning units of the Embassy is 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; and
- Checking and replacing parts (capacitors, fans, etc.), as needed.

B. Schedule of Maintenance

The maintenance shall be performed bi-annually with the schedules to be mutually agreed by the Embassy and the winning service provider.

C. Payment Terms

The payment will be made after every maintenance service following the submission of an invoice and completion of service report.