



TERMS OF REFERENCE

I. OBJECTIVE

UCPB SAVINGS is in need of service provider that can Supply, Deliver and Complete Installation including all accessories of Inverter Type Air-conditioning unit to UCPBS Maria Aurora Branch located at La Consuelo Building, Magdirila St. corner Bitong St., Barangay III, Maria Aurora, Province of Aurora.

II. MODE OF PROCUREMENT

UCPB SAVINGS (UCPBS) shall undertake procurement through the modality of Small Value Procurement pursuant to Section 34.1 of the 2024 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 12009, otherwise known as the "New Government Procurement Act".

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **FIVE HUNDRED THOUSAND PESOS ONLY. (PHP 500,000.00)** including all applicable taxes and charges

IV. DELIVERY

Within 30 Days upon issuance of NOA, NTP and advice from General Services Department.

V. SCOPE OF WORKS

1. Complete supply and delivery of Brand-New Ceiling Cassette Inverter type air-conditioning unit and Brand-new Wall Mounted inverter type air-conditioning unit for UCPBS Maria Aurora Branch located at La Consuelo Building, Magdirila St. corner Bitong St., Barangay III, Maria Aurora, Province of Aurora.
2. Complete installation of indoor and outdoor unit including stands and all accessories.
3. Supply and complete installation of Isolation Circuit Breaker with NEMA-65 Enclosure, rated capacity as required, location shall be safety from theft and rain water.
4. Supply and complete installation of refrigerant pipes, rubber insulation and polyethylene tape as required. Estimated length of 247FT.
5. Supply and complete installation of drain pipe with insulation to avoid moisture.
6. Complete leak testing for refrigerant pipe and drain pipe.
7. Complete flushing of system with nitrogen
8. Complete vacuuming of the system
9. Complete charging of refrigerant gas as required
10. The winning bidder shall fill up the attached Start-up Data Sheet with the temperature reading at 0.30m from the supply grills shall be taken and recorded on all units after one (1) hour of operation. Including all required information on the installation.
11. Submission of Test Certificate and all manuals

12. The Winning Bidder shall close / restore all openings to its original condition all affected areas during the installation and commissioning of the air conditioning units.
13. The winning Bidder shall thoroughly clean the project site including all areas disturbed by installation of the air conditioning units for the full satisfaction of UCPBS.

VI. TERMS AND CONDITIONS

1. Winning Bidder shall deliver the Brand-New Inverter Type Air-conditioning unit at UCPBS Maria Aurora Branch located at La Consuelo Building, Magdirila St. corner Bitong St., Barangay III, Maria Aurora, Province of Aurora.
2. The winning bidder shall provide two (2) brand new Ceiling Cassette Inverter type air-conditioning unit and one (1) brand new Wall Mounted inverter type air-conditioning unit with the following specification.

NO	DESCRIPTION	SPECIFICATION
1	3.0 TR CEILING CASSETTE AIR CONDITIONING UNIT	Inverter Type, 34,100 Btu/h Rated Cooling Capacity, IØ / 220-230V / 60hz power supply, 1,200H / 1,095M / 990L Air flow rate, Hermetically Sealed Swing Compressor, 52H Sound Level, R32 Refrigerant at approximately 94FT and 81FT in distance
2	1.5 HP WALL MOUNTED AIR CONDITIONING UNIT	Inverter Type, 12, 300 Btu/h Rated Cooling Capacity, IØ / 220-230V / 60hz power supply, 420 CFM Air flow rate, Hermetically Sealed Swing Compressor, 39dB Sound Level, R32 Refrigerant at approximately 72FT in distance
3	Refrigerant Pipe	Refrigerant Pipes shall be soft drawn type copper pipes from the fan coil unit (Indoor Unit) to the AC condensing unit (Outdoor Unit). Fittings, connectors and other accessories suitable for copper pipes to be used.
4	Drain pipe	Drain pipe shall be 3/4" diameter PVC pipe blue
5	Rubber Insulation	Rubber insulation with appropriate inner diameter and 3/4" thickness for refrigerant pipe and 1/2" thickness for drain pipe are to be used to insulate and wrapped with polyethylene tape
6	Electrical Feeder	Wires shall be insulated with PVC (polyvinyl chloride), nylon jacket type THHN rated at 900C (dry) and 750C (wet), maximum of 600 volts AC application and shall comply with the Philippine Standards.
7	Electrical Enclosures	ECB enclosure shall be of NEMA-3R swinging dead-front-type with covers.

3. The winning bidder shall provide the proper tool needed in the installation and no improvised tools shall be use.



4. Winning bidder shall provide delivery route, estimated time of departure and arrival from pick up point up to destination.
5. Winning bidder shall ensure that its personnel are knowledgeable and with at least two (2) year experience in hauling particularly on handling of vault doors.
6. Winning shall secure all necessary permit from relevant government agencies for the installation services.
7. Winning bidder shall warrant that it has complied with all existing laws and regulations applicable to installation services.
8. The winning bidder shall warrant that they are authorized installed of the product they will supply and process the enrollment to manufacturer for warranty.
9. Winning bidder shall shoulder the cost for hauling operations such as salaries/wages, meal of driver & helper and fuel.

VII. LIABILITY

Service provider shall exercise extraordinary diligence in performing the service to ensure no damage to UCPBS properties. The service provider shall assume full responsibility for any damage claim or liability that may arise of such accident and/or damage or loss due to any negligence or unlawful acts or omission, including pilferage, or fault of the contractor and/or their agents thereby rendering UCPBS free of any liabilities from damage/s. The corresponding or equivalent amount of any damages or losses shall be deducted from the payment of the agreed contract price.

VIII. SCHEDULE OF PAYMENT

1. The vendor undertakes to keep all the data and information received from the UCPBS confidential, shall not use or processed such data for any other purpose other than for the service herein, and shall handle such data with full compliance to the Data Privacy Act.
2. The UCPBS shall make a payment upon certification by its representative that the goods and/or services have been delivered and/or rendered in accordance with the TOR, and have been duly accepted.
3. Payment shall be made within thirty (30) working days upon receipt of completed required documents.
4. The request for payment shall be made to the UCPBS in writing, accompanied by an invoice describing, as appropriate, the output/report delivered and/or services performed, and by submission of other required documents and obligations stipulated in this TOR, if any.
5. All rates shall be inclusive of applicable taxes including the 12% VAT.

IX. SUBMISSION, RECEIPT, MODIFICATION AND WITHDRAWAL OF BIDS

1. Interested service providers shall submit their price proposal/quotations through their duly authorized representative.
2. Price proposals/quotations shall contain the following documents:

A. TECHNICAL AND ELIGIBILITY PROPOSAL

Eligibility Requirement	Documents to be submitted / presented (Valid and Current)
Must be duly registered Philippine Corporation, sole proprietorship or partnership of Filipino citizenship providing actuarial services in banking industry.	1. SEC Registration, Articles of Incorporation, By-Laws, and Latest GIS for Corporation 2. SEC Registration and Articles of Partnership for Partnership 3. DTI and Application of Business Name for Sole Proprietor 4. Valid and Current Mayor's Permit/ Business Permit/ BIR Registration 5. PhilGEPS Registration Number/ Certificate

Based on the eligibility requirements, service providers will be rated as "Pass" or "Failed"

3. Price proposals/ quotations shall remain valid for a period not exceeding forty-five (45) calendar days from the date of the opening of price proposals/quotations.
4. The price proposals/ quotations shall be received by the BAC Secretariat on the date, time and place specified in the Request for Quotation.
5. A vendor may modify its price proposals/ quotations submission of price proposals/quotations.
6. A vendor may, through letter, withdraw its price proposals/ quotations before the deadline for submission of price proposals/ quotations. Withdrawal of any price proposals/ quotations after the deadline shall subject the concerned vendor to appropriate sanctions as prescribed in the IRR of RA 12009.

X. RIGHT TO REJECT PRICE PROPOSAL/ QUOTATIONS AND ANNUL THE PROCUREMENT PROCESS

The UCPBS (Bank) reserves the right to reject any or all price proposals/ quotations and to annul the procurement process, at any time prior to contract award, without thereby incurring any liability to the affected vendor, and to accept only the offer that is most advantageous to the Government.

XI. LIQUIDATED DAMAGES

When the supplier fails to satisfactorily deliver goods and/or services under the contract within the specified delivery schedule, inclusive of duly granted time extension, if any, the supplier shall be liable for damages for the delay an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery every day of delay until such goods are finally delivered and accepted by UCPB Savings. Such amount shall be deducted from any money due or which may become due to the supplier



BID FORM

Date: _____

Name of Company:	
Address:	
Contact No.:	
TIN:	
PhilGEPS Registration Number:	

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

No.	ITEM	QTY	Unit	UNIT COST	TOTAL
1.01	Complete supply of 3.0 TR Ceiling Cassette ACU, Inverter Type, 34,100 Btu/h Rated Cooling Capacity, IØ / 220-230V / 60hz power supply, 1,200H / 1,095M / 990L Air flow rate, Hermetically Sealed Swing Compressor, 52H Sound Level, R32 Refrigerant.	2.00	units	P	P -
1.02	Complete installation of Ceiling Cassette ACU for the first 10 Ft	2.00	lot	P	P -
1.03	Complete installation of Ceiling Cassette ACU exceeding 10 Ft	155.00	FT	P	P -
1.04	Complete installation of drain pipes	1.00	lot	P	P -
1.05	Complete supply of 1.5 HP Wall Mounted ACU, Inverter Type, 12, 300 Btu/h Rated Cooling Capacity, IØ / 220-230V / 60hz power supply, 420 CFM Air flow rate, Hermetically Sealed Swing Compressor, 39dB Sound Level, R32 Refrigerant	1.00	unit	P	P -
1.06	Complete installation of Wall Mounted ACU for the first 10 Ft	1.00	lot	P	P -
1.07	Complete installation of Wall Mounted ACU exceeding 10 Ft	61.00	FT	P	P -
1.08	Complete installation of drain pipes	1.00	lot	P	P -
1.09	Complete Start up	2.00	Nos	P	P -
1.10	Site Clearing	1.00	lot	P	P -
1.11	Mobilization and Demobilization	1.00	lot	P	P -
TOTAL BEFORE TAXES					P -
	TAXES			P 0.12	P -
GRAND TOTAL					P -

Note:

- 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.
- Bidders must state "Comply" or any equivalent term in the column "Compliance Statement" against each of the individual parameters of each Specification

FINANCIAL OFFER

Approved Budget for the Contract	Offer
P 500,000.00	In words:
	In Figures:


