



REQUEST FOR QUOTATION

Date: June 2, 2022

RFQ No. 2022-57

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **SUPPLY OF LABOR AND MATERIAL FOR THE WATER TREATMENT OF CONDENSER/COOLING TOWER WATER OF AIRCONDITIONING SYSTEM OF MEETING ROOM 1**, with an **Approved Budget for Contract (ABC) of Two Hundred Seventy Eight Thousand Pesos (₱ 278,000.00), 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 **2:00 p.m. of June 8, 2022**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2022 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Copy of the Terms of Reference duly signed on all pages**

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

- a. **Organizational Chart;**
- b. **Materials Safety Data Sheet (MSDS) of all the water treatment chemicals to be used/applied;**
- c. **Water Treatment Program containing chemical dosage to be applied weekly and the shock/initial treatment to satisfy the given parameters;**
- d. **List of at least three (3) water treatment and/ or de-scaling projects for air-conditioning equipment for the last three (3) years; and**
- e. **Certification from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the subject equipment.**

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

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


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

TERMS OF REFERENCE

I. PROJECT TITLE:

Supply of Labor and Materials for the Water Treatment of Condenser/Cooling Tower Water of Air Conditioning System of Meeting Room 1

II. APPROVED BUDGET FOR CONTRACT (ABC):

Two Hundred Seventy Eight Thousand Pesos (₱ 278,000.00), VAT Inclusive

III. SCOPE OF WORKS:

Supply of labor, water treatment chemicals, consumable materials, tools and instruments for the water treatment of condenser/cooling tower water of air conditioning system of Meeting Room 1 (MR 1), to include but not necessarily limited to the following:

1. **Flushing of the condenser line/system** - Drain the sumps of the cooling tower and thoroughly water-flushed the basin to flush out the accumulated solid dirt in the sump before the Cleaning and Degreasing takes place.
2. **Cleaning and Degreasing** - Closed all drain valves and fill the system with fresh water and cleaning solution thru the cooling tower basin. Run the re-circulating pump and make sure that the pressure is stable before the conduct of test for the iron content parameter using the iron test kit every 30 minutes. Perform further/necessary procedure as needed.
3. **Rinsing** - Cleaning solution must be removed completely through blowdown prior to Chemical Treatment/Passivation. After totally draining the system, close all drain valves and fill the system with fresh water. Run the re-circulating pump. Pressure must be stable during the recirculation time. Check pH level of water before totally draining the system. Repeat the process until pH will be the as the fresh water.
4. **Chemical Treatment/Passivation** - Fill-up the system with fresh water until it is full. Run the re-circulating pump. Wait to stable the pressure and take water sample and check the pH, Total Dissolved Solids, Chlorides and the Irons for reference. Apply a Nitrite-based chemical thru the cooling tower basin. Make sure that the chemical will be re-circulated thoroughly in the system before taking water sample for testing. Said Chemical must passivate the pipelines which could have metal oxides and would serve as corrosion inhibitor. Totally drain the system.

5. **Neutralization** - After closing all drain valves and filling the system with fresh water, run the re-circulating pump to neutralize/ rise the residual chemical in the system. Repeat the procedure until the pH of the re-circulating water will be the same as the fresh water.
6. **Water Treatment** - After closing all drain valves and filling the system with fresh water, run the re-circulating pump. Apply initial dosage of scale and corrosion inhibitor. Re-circulate for 30 minutes. Once stabilized, the condenser /cooling water system would then be ready for operation. Initial dosage or shock treatment must be the responsibility of the supplier/contractor.
7. Turn-over the unit in good operating condition.

IV. SCHEDULE OF REQUIREMENT:

The contract period is from **December 29, 2022 to December 28, 2023.**

V. TERMINATION OF CONTRACT:

In addition to the termination clause and prohibition under General Provisions, this contract/scope of services shall be terminated by PICC if the Contractor has rendered services below satisfactory performance rating for two consecutive or accumulated occasions or monthly periods.

Commission of any of the following shall be considered "poor performance rating":

1. Non-completion of monthly services as required under general Conditions.
2. Failure to comply on the Water Treatment Standard Parameters based on the submitted Monthly Water Laboratory Analysis Report of any of the first six (6) given conditions or parameters under Item 6 of the General Conditions.
3. One-time sabotage of operation and during with on-going event, the intentional shutting down of the Cooling Tower Fans and Condenser Water Pump after water treatment has conducted without valid cause. Only PICC assigned personnel are authorized to operate the PICC equipment.
4. Submission of tampered/falsified Monthly Water Laboratory Analysis Report.
5. Three (3) times failure to respond from an emergency trouble call within 24-hours from receipt of phone call on monthly basis.
6. Any rendition of works that resulted to three (3) written warnings within one-month period from the office of Mechanical Services due to fair or poor workmanship.

Further, the Contractor shall not be paid for any rendition of monthly services below satisfactory performance rating. The contractor shall be given written warning for the first periodic/monthly offense of unsatisfactory performance and

shall be penalized immediately by way of non-payment for monthly services for the subject period until satisfactorily results have been obtained.

However, it shall be enough ground for PICC to terminate the contract without warning if the Contractor rendered any service or maintenance work that resulted to mechanical explosion and equipment damage, electrical explosion resulting to tripping off of equipment circuit breaker and the sub-station main circuit breakers with or without damage, and any damage to events resulting to pull-out of clients from PICC and/or clients filing of case against PICC in any competent court.

VI. PERFORMANCE BOND:

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful bidder shall furnish the performance security in any of the following forms:

- a. Cash or Cashier's check/Manager's check or Bank draft/guarantee issued by a Universal or Commercial Bank, which is equivalent to five percent (5%) of the contract price.
- b. Surety bond, callable upon demand, which is equivalent to thirty percent (30%) of the Contract Price issued by a surety or insurance company duly certified by the Office of the Insurance Commission as authorized to issue such security.

VII. TERMS OF PAYMENT:

Payment shall be released within four (4) weeks after completion, acceptance and receipt of billing for every monthly period, the following documents shall be submitted:

1. Turn-over Report/Certificate of Completion and Acceptance
2. Invoice
3. Copy of delivery receipt for the return of replaced parts/materials, if any.

VIII. OTHER CONDITIONS OF THE CONTRACT:

1. The contractor must be engaged in business of condenser/cooling tower water chemical treatment and/or descaling works for air-conditioning equipment for at least three (3) years.
2. The contractor shall coordinate with the PICC-Mechanical Services Division throughout the work process. Any work that could affect PICC' air conditioning operation should be properly coordinated with Mechanical Services Division (MSD)/project-in-Charge or his authorized representative before commencing any work.
3. The contractor shall perform chemical water treatment of condenser/cooling tower water of air conditioning system of MR 1 on a weekly basis for a period of one (1) year. All chemicals/materials needed for the water treatment shall be provided by the contractor.

4. The contractor shall provide a detailed Water Treatment Program for approval of the Mechanical Services Division (MSD)/project-in-Charge or his authorized representative. The Water Treatment Program is designed to control corrosion, scale formation, algae, slime and sludge in the condenser/cooling tower water of air conditioning system of MR 1 for a period of one (1) year. Chemicals and chemical dosage should be adjusted depending on present conditions. After the approval, the contractor shall be responsible for the management of the Water Treatment Program. This includes planning and programming of all services included as part of the work requirement, performance of these services and quality control.
5. The chemicals and methods of feeding to be recommended by the contractor for Water Treatment shall comply with local health codes (if applicable) and safety practices.
6. The chemicals to be used for Water Treatment shall have no detrimental effect on machine components or materials such as rubber (all kinds) and piping being used in the system.
7. Water Treatment must be complied and adhered to the following standard parameters:
 - 7.1. PH - 6.5 to 8.5
 - 7.2. Total Alkalinity M as CaCO_3 – 600 max.
 - 7.3. Total Hardness as CaCO_3 – 500 max.
 - 7.4. Total Dissolved Solids (TDS) as CaCO_3 – 1,000 max.
 - 7.5. Chloride as Cl – 100 max.
 - 7.6. Concentration Factor – 2.7 max.

Above parameters shall be conducted by a third party water testing laboratory to be submitted monthly.
8. The Water Treatment Program shall be administered by a competent water treatment specialist.
9. Contractor to submit Water Laboratory Analysis Report on a monthly basis containing the following data:
 - 9.1. Application of Chemicals
 - 9.2. Water Analysis in tabulated forms:
 - 9.2.1. PH of water (conditioned and or raw desired)
 - 9.2.2. Langelier Saturation Index (LSI)
 - 9.2.3. Cycle of Concentration
 - 9.2.4. Water Conductivity
 - 9.2.5. Phenolphthalein Alkalinity
 - 9.2.6. Methyl orange (total alkalinity)
 - 9.2.7. Total Dissolved Solids (TDS)

- 9.2.8. Total Hardness
 - 9.2.9. Calcium Hardness
 - 9.2.10. Chlorides
 - 9.2.11. Organic Residual, as PPM PO4
 - 9.2.12. Turbidity
 - 9.2.13. Iron
 - 9.2.14. Algae, and other as per request.
 - 9.3. Findings/comments and recommendation.
10. The contractor shall conduct siphoning of cooling tower water basin and de-scaling of condenser heads, shell and tubes if needed.
 11. The contractor shall see to it that the Float Balls of the Float Valve is not disrupted when performing any activity inside the cooling tower so that the proper cut-in and cut-off of make-up water supply is maintained.
 12. Service personnel assigned for the said project must wear appropriate Contractor-supplied Personnel Protective Equipment, especially during the application of chemical/s for the softening of scales and swabbing stages.
 13. Conduct inspection of condition of the cooling tower basin, fillers and other fragile parts of the cooling tower structure before commencing work. Any condition perceived to cause problem on the work/treatment process must be reported to the Project-in-Charge.
 14. Material Safety Data Sheet (MSDS) or any data sheet of chemicals to be used for water treatment shall be submitted during the bidding as part of the technical documents. The data sheet shall show at least the specific chemical components of the solution by parts and warnings for safety evaluation and guidance. Failure to comply with this requirement shall be ineligible to participate in the bidding.
 15. The contractor shall be solely responsible for the dosing of chemicals, draining of re-circulated water and other related works necessary for the satisfactory completion of the water treatment process.
 16. The contractor shall practice good housekeeping and safety around its area of operation. This pertains to the storage, application, transfer and handling of the chemicals and also for the proper maintenance of the equipment.
 17. The Contractor's personnel should wear its company uniform and IDs whenever inside the PICC premises.
 18. The Contractor must submit Barangay Clearance of its personnel to be assigned at the PICC.

19. The contractor shall hold PICC and its personnel free from any liability, suit whatsoever arising from any claim by any or all personnel employed by the contractor to perform the duties herein.
20. Restoration cost of any damage/s due to negligence/poor workmanship or chemical spillage shall be borne by the Contractor.

IX. 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. 2022-57

TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
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
Supply of Labor and Materials for the Water Treatment of Condenser/Cooling Tower Water of Air Conditioning System of Meeting Room 1	₱ _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the services 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.: _____