Philippine International Convention Center

REQUEST FOR QUOTATION

Date: April 29, 2026
RFQ No. 2026-066
2026-067

_____
_____
_____
_____
(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center, Inc. (PICCI),** through its Bids and Awards Committee, intends to procure **Lot I - Preventive Maintenance of PICC Building Management System (BMS),** with an **Approved Budget for Contract (ABC) of Two Hundred Twenty-Five Thousand Four Hundred Pesos (₱225,400.00), VAT Inclusive, and Lot II – Integration of Existing Controls of the Nine (9) Units Exhaust Ventilating Fans at the Plenary and Reception Hall for Building Management System (BMS),** with an **Approved Budget for Contract (ABC) of Four Hundred Ninety-Eight Thousand Six Hundred Pesos (₱498,600.00), VAT Inclusive,** which will be undertaken in accordance with Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009, New Government Procurement Act (NGPA).

Please quote your **best offer** for the service/s described herein, subject to the Technical Specifications 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 May 4, 2026.** A copy of the following shall be submitted along with your quotation/offer:

a. **2026 Mayor's/Business Permit;**
b. **BIR Registration Certificate;**
c. **Valid Tax Clearance;**
d. **PhilGEPS Registration Number;**
e. **Omnibus Sworn Statement;**
f. **Copy of the Technical Specifications duly signed on all pages;**

LOT I

The contractor must submit a Company Profile which includes at least the following documents:

1. List of maintenance, repair and installation projects on Building Management System (BMS) using operating programs such as OS/2 and Infinity 8000 within the last one (1) year detailing the name of clients, contact person, completion dates and the contract price.

2. List of technical personnel, who are qualified to operate, maintain, trouble shoots and to do programming of PICC BMS which uses OS/2 and Infinity 8000 programs.
3. Certification from PICC-Technical Services Department that bidder-contractor had no unsatisfactory performance or cancelled projects prior to the day of the bidding.
4. Ocular inspection certificate issued by the MSD-TSD.

The contractor must:

1. have a minimum 1-year experience in operation, maintenance and programming of BMS operating on OS/2 and Infinity 8000 programs.
2. have at least one (1) project on the preventive maintenance or system-wide repair and reprogramming works on building management system using OS/2 and Infinity 8000 programs within the last one (1) year period.
3. have a thorough knowledge and skills necessary for the repair and reprogramming of the PICC' BMS which is operating on OS/2 and Infinity 8000 programs.
4. have a back-up service copy of BMS existing software – OS/2 and Infinity 8000 programs. Ever since PICC has no service copy of BMS OS/2 and Infinity 8000 programs as the original installer-contractor did not provide PICC a single copy claiming that it is proprietary/trade secret.
5. be able to operate the PICC' BMS using PICC operator password. Except for sharing operator password PICC' personnel will not extend further assistance for proper operation during Operational Testing to be conducted after the bidding or post evaluation period.

LOT II

The prospective qualified contractor must submit the following documents:

1. Gantt Chart/Schedule of Work
2. Company Profile
3. List of maintenance, repair and installation projects on Building Management System (BMS) using operating programs such as OS/2 and Infinity 8000 for the last three (3) years detailing the name of clients, contact person, completion dates and the contract price.
4. List of technical personnel with attached resume, who are qualified to operate, maintain, trouble shoots and to do programming of PICC BMS that uses OS/2 and Infinity 8000 programs.

The contractor must:

1. have a minimum 3 years' experience in operation, maintenance and programming of BMS operating on OS/2 and Infinity 8000 programs.
2. have at least one (1) project on the preventive maintenance or system-wide repair and reprogramming works on building management system using OS/2 and Infinity 8000 programs for the last three (3) years.
3. have a thorough knowledge and skills necessary for the repair and reprogramming of the PICC' BMS which is operating on OS/2 and Infinity 8000 programs.

4. have a back-up service copy of BMS existing software – OS/2 and Infinity 8000 programs. PICC has no service copy of BMS OS/2 and Infinity 8000 programs as the original installer-contractor did not provide PICC a single copy claiming that it was a trade secret.
5. be able to operate the PICC' BMS using PICC operator password. Except for the lending of operator password, PICC' personnel will not extend any help for proper operation during operational testing to be conducted after the bidding or post evaluation period.

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

For any clarifications, you may contact **Ms. Carreen M. Mangaya** at telephone no. **(02) 8789-4761** or email address at cmmangaya@picc.gov.ph

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

Philippine International Convention Center

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

Lot I – Preventive Maintenance of PICC Building Management System (BMS)
Lot II – Integration of Existing Controls of the Nine (9) Units Exhaust Ventilating Fans at the Plenary and Reception Hall for Building Management System (BMS)

II. APPROVED BUDGET FOR CONTRACT (ABC):

Lot I - Two Hundred Twenty-Five Thousand Four Hundred Pesos (₱225,400.00), VAT Inclusive.
Lot II - Four Hundred Ninety-Eight Thousand Six Hundred Pesos (₱498,600.00), VAT Inclusive.

LOT I - Preventive Maintenance of PICC Building Management System (BMS)

III. SCOPE OF WORKS:

Supply of labor, tools and instruments for the bi-monthly (every 2 months) preventive maintenance service of PICC' Building Management System (BMS) operating on OS/2 and Infinity 8000 programs serving the Airconditioning System & Ventilation System of the Plenary and Reception Halls and the Exhaust Ventilation System of the Amorsolo and Main Kitchen for a period of six (6) months or three (3) bi-monthly periods to include, but not limited to, the following:

1. The Contractor shall submit a detailed preventive maintenance program for the Building Management System (BMS) to the Mechanical Services Division – Technical Services Department (MSD-TSD) within the first week. The program shall be implemented in accordance with the schedule approved by MSD-TSD, ensuring that the operation of the air-conditioning system and other equipment or devices controlled by the BMS remains uninterrupted
2. Perform the preventive maintenance services every two months on the BMS which consist of:
   2.1. One (1) set Main Station Computer (server)
   2.2. One (1) lot Master Controllers, sensors and other BMS electronic/ electrical controllers and accessories.
   2.3. One (1) lot Local Controller Units (LCUs) at 4th and 5th floor (roof deck level) of the Reception Hall, 4th floor (roof deck level) of the Secretariat Building and AHU Room near Ground Floor Service Pantry (see attached location plan).
3. Check if all LCUs are responding normally using the portable operator terminal. Verify and submit diagnostic test results.

4. Check the central computer system and the existing programs if they are operative and functional.
5. Acknowledge and provide print reports from alarm occurrence and control panel button.
6. Adjust set-point values and other standard parameters for proper operation of air conditioning equipment/system connected with the BMS.
7. Acknowledge alarms and advise PICC in case of emergency malfunctioning of the system due to:
   7.1. High temperature
   7.2. Low temperature
   7.3. Trip off
   7.4. Dirty filters
   7.5. No air flow/obstructed air flow, and any other system troubles/ problems.
8. Check loops and valve actuators modulation.
9. Calibrate and adjust temperature sensors, relative humidity sensors, water flow switches, water pressure sensors, valve actuators, control relays, busted fuse, and transformer for accuracy and reliability.
10. Conduct cleaning of control panel boards and its installed devices, PCB boards inside using contractor-supplied contact cleaner and retighten terminal connections, screws if necessary.
11. Re-install/reprogram BMS software – OS/2 and Infinity 8000 in case of system crash or shut down. The Contractor must use its own back-up copy as PICC has no copy of the said software.
12. Submit status and evaluation report, and recommendation signed by the BMS system programmer and/ or engineer.
13. Submit a proposed floor lay-out for the improvement of the BMS room in hard copy and e-file in AutoCAD format.

IV. EFFECTIVITY OF CONTRACT:

The Contract shall be for a period of six (6) months from July 01, 2026 to December 31, 2026 with the following coverage period:

1) 1st PM (Jul. 01 to Aug.31, 2026) – PM schedule: Jul. 08, 2026
2) 2nd PM (Sep. 01 to Oct. 31, 2026) – PM schedule Sep. 09, 2026
3) 3rd PM (Nov. 01 to Dec. 31, 2026) PM schedule – Nov. 09, 2026

In addition to scheduled PMs, the Contractor shall attend to any unit requiring emergency repair or service within 24 hours of receiving a trouble call.

V. TERMS OF PAYMENT:

Payment for the services rendered by the Contractor pursuant to the PICC specifications and the conditions stated herein shall be made by the PICC in the approved contract amount, inclusive of 12% VAT and other applicable taxes, subject to completion of the preventive maintenance services for the applicable period and submission of the supporting documents.

1. Request for payment
2. Billing statement/Service invoice
3. Service Report
4. Photos/pictures showing the actual works
5. Valid and current Tax Clearance (for final payment)

The Contractor shall not be paid for incomplete or partial accomplishment of bi-monthly services unless the cause of incomplete or partial accomplishment is due to action of PICC or its representatives.

The Contractor agrees that there shall be no price increase for the duration of the Contract.

VI. GENERAL CONDITIONS:

1. Upon receipt of letter of award 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 expiration of the Contract.
2. The Contractor shall perform the above-mentioned detailed maintenance services on BMS which consists of one (1) set Main Station Computer (server), one (1) set Work Station Computer, Master Controllers and various devices and accessories on a bi-monthly (every two months) basis for three (3) bi-monthly periods. Other or new BMS and accessories that may be installed at or turned to PICC during the contract period shall be part of this project/contract.
3. The Contractor shall closely coordinate with the PICC-TSD Assistant Director for Mechanical Services Division or his representative on any maintenance activities to be undertaken.
4. PICC shall provide the materials and parts necessary for the operation and maintenance activities. However, if the required materials and parts are not available on stock, the Contractor shall submit price quotation for the items for possible immediate procurement.
5. The Contractor shall provide emergency check-up and troubleshooting services on an on-call basis within 24 hours after receipt of call free of charge.
6. The Contractor shall provide PICC a detailed status report of each inspection and/ or check-up of the said units and a recommendation on proper operation, maintenance and repair work.

7. The Contractor upon request and proper authorization of PICC shall provide additional services for free in case of emergency even if the problem or the required work is not specified as part of the Scope of Works. If the cost of free assistance will cause a big amount of loss on the part of the Contractor, it should recommend actions for PICC to procure separately the services or equipment/materials needed.
8. Any system troubles/defects due to misuse and/or improper operation/service, repair and part replacement conducted by PICC and its personnel shall not be blamed on or charged to the Contractor. The Contractor shall not also be held liable for damages due to power fluctuation and /or interruption of power supply.
9. The Contractor, within the first week of implementation of the contract, shall conduct inspection of the equipment together with the PICC Chief of Mechanical Services Division or his authorized representative to determine components and auxiliaries for repair and replacement, and submit recommendation for action of PICC.
10. To enable the Contractor to perform properly the required services, PICC shall allow the former to start and stop operation of the system equipment during testing.
11. The Contractor shall hold PICC and its personnel free from any action or suit or liability whatsoever arising from any claim by any or all of the personnel employed by the Contractor to perform the services specified herein.
12. The Contractor shall undertake full responsibility and liability for any damage or loss of property, which may occur in the PICC premises arising from the negligence and/ or action of its personnel.
13. The Contractor guarantees that Building Management System shall be provided with first class preventive maintenance service, and that the service maintenance to be rendered shall in no way adversely affect the PICC air conditioning system and its operation.
14. The Contractor shall submit detailed preventive maintenance program to PICC Mechanical Services Division for the BMS on the first two-month period and implement the same in accordance with PICC approved schedule so as not to hamper the operation of the air conditioning system and other equipment or devices being controlled by the BMS.

VII. GENERAL CONTRACT PROVISIONS:

1. No part of the services to be provided under this Scope of Work, and/or the contract may be sub-contracted and no obligation or duty arising therefrom maybe transferred or assigned, without the prior approval of, and upon terms acceptable to, PICC.
2. 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 protocols and other regulations.

3. The Contractor's personnel to be assigned at PICC shall have no employee-employer relation with PICC. The PICC shall not in any way be responsible for claims for personal injury, wages and other employee benefits, and other claims for damages including death of its personnel and third parties brought in by the Contractor or by its employees for the performance of duties specified herein.
4. The Contractor must submit NBI or Police Clearance of each assigned personnel to be assigned at the PICC
5. The Contractor's personnel should wear its company uniform/ID and facemask and practice social distancing at all times in the PICC premises.
6. It is agreed that in the event a breach of contract is committed by the Contractor, PICC shall have the option to terminate this Contract and claim damages against the Contractor for loss or injury incurred due to such breach.

LOT II – Integration of Existing Controls of the Nine (9) Units Exhaust Ventilating Fans at the Plenary and Reception Hall for Building Management System (BMS)

VIII. SCOPE OF WORKS:

Supply of labor, materials, tools/instruments, technical expertise, supervision and safety watch for the integration of the remaining nine (9) out of the fourteen (14) units Exhaust Fans at Plenary Hall and Reception Hall (see attached location plan). This includes the total termination of input/output points of fifty-four (54) points and integration with the existing PICC' Building Management System (BMS) to include, but not limited to, the following:

1. Supply and install the following materials:
   1.1. I Lot – EMT conduit pipe and fittings, ½" & ¾" dia.
   1.2. I Lot – data communication wire, 2 core line level low voltage signal cable 0.51mm²
   1.3. I Lot - supply wires, #16 or # 18
   1.4. I Lot – hanger and supports (threaded rod 10mm dia, U-clamp, flat bar 1"x3/16", angle bar 1"x1"x3/16")
2. Conduct general inspection to check the functionality of the current BMS installations such as Local Controller Units (LCU) and its pipe conduit networks at the PH/RH down to its interlinking connections to the Main Station Computer (server) at the Powerhouse.
3. Turn-off//Shutdown the Main Station Computer and Work Station Computer of the PICC's BMS.
4. Check surroundings/area for possible hazards and other utilities that may be affected during the installation activity and coordinate with the MSD-TSD authorized representative.

5. Layout the necessary pipe conduits roughing-ins and pipe supports for the nine (9) units Toilet Exhaust Fan at Plenary Hall and Reception Hall up to the Local Controller Unit/s (LCU) at the PH/RH. From the LCU at PH/RH, the Contractor shall ensure that the LCU is interlinked down to the Main Station Computer at the Powerhouse.
   - 5.1. EF R-63A
   - 5.2. EF R-63B
   - 5.3. EF R-63C
   - 5.4. EF R-63D
   - 5.5. EF PL-51
   - 5.6. EF PL-52
   - 5.7. EF PL-55A
   - 5.8. EF PL-55B
   - 5.9. EF PL-55C
6. The fifty-four (54) Input/output points for termination at the LCU are the following:
7. After laying the pipe conduits roughing-ins and pipe supports. Supply and install all necessary communication bus wires, supply and control wires.
8. If chipping works is required, request for clearance/approval from the Mechanical Services Division (MSD), Building Services Division (BSD) and Electrical, Electronics and Communications Services Division (EESCD). All roughing-ins on the wall should be embedded, no exposed conduits are allowed. Repaint pipe if needed conforming to the latest edition of the Philippine Electrical Code (PEC).
9. Once all the fifty-four (54) Input/output points are terminated at the LCU. And after ensuring ground/trouble-free system, restore power and Turn-On the Main Station Computer and Work Station Computer of the PICC's BMS. Check if all Local Controller Units (LCU) are responding normally. Ensure that the BMS are operative and functioning properly.
10. The Contractor shall perform re-interlinking, programming, field configuration and graphic creation to the PICC' BMS System of the nine (9) units Exhaust Fans at the Plenary Hall and Reception Hall.
11. Re-calibrate/reprogram BMS software – OS/2 and Infinity 8000 if necessary. The Contractor shall submit as-built plan in AutoCAD Format.
12. The Contractor shall restore all affected areas back to its original form/appearance.
13. Turnover the BMS in good operating condition.

IX. GENERAL CONDITIONS:

1. All pipe lay-outs, rough-ins, penetrations and associated utility works shall strictly comply with the PICC Conservation Management Plan (CMP). The

Contractor shall ensure minimum intervention to original architectural fabric, utilize existing service routes where feasible, and avoid damage to structural and heritage elements. Any affected architectural finishes shall be restored to match the original materials, texture and appearance, subject to the inspection and approval by the designated Conservation Architect and PICC Technical Representative.

2. The Contractor shall closely coordinate with the Project-in-Charge or his authorized representative on any interfacing installation activity to be undertaken.
3. The Contractor shall hold PICC and its personnel free from any action or suit or liability whatsoever arising from any claim by any or all of the personnel employed by the Contractor to perform the services specified herein.
4. The Contractor shall undertake full responsibility and liability for any damage or loss of property, which may occur in the PICC premises arising from the negligence and/ or action of its personnel.
5. 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 protocols and other regulations.
6. The Contractor must submit NBI or Police Clearance of each assigned personnel to be assigned at the PICC.
7. The Contractor's personnel to be assigned at PICC shall have no employee-employer relation with PICC. The PICC shall not in any way be responsible for claims for personal injury, wages and other employee benefits, and other claims for damages including death of its personnel and third parties brought in by the Contractor or by its employees for the performance of duties specified herein.
8. The Contractor's personnel should wear their IDs and company uniform whenever they are in the PICC premises.
9. The Contractor must assign the following key personnel with general experience for the Project.

Key Personnel	**General Experience**
Site Engineer Must be a Licensed Electronics and Communication Engineer	With at least 5 years work experience with BMS
IT Technician Must be a graduate of Information Technology Course	With at least 5 years work experience with BMS
Safety Officer	Must have at least two (2) years' work experience as Safety Officer or has undergone a 40-hr Basic Occupational Safety and

	Health/Construction Occupational Safety and Health (BOSH/COSH) training by Occupational Safety and Health Authority (OSHA) and/or any DOLE accredited Training Centers.

X. COMPLETION TIME:

The work shall be completed within sixty (60) calendar days. Reckoning date is after receipt of Notice to Proceed. In case of delay in the required completion time, 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 $1/10^{th}$ of 1 percent (1%) of the uncompleted portion 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 the Contractor.

XI. TERMS OF PAYMENT:

Payment shall be released in full after final acceptance by PICC or its representative of the Contractor's completed work, and submission of billing and complete supporting documents by Contractor as follows:

1.) Request for Payment
2.) Billing Invoice/Service Invoice
3.) Testing Commissioning Report/Service Report with photo
4.) Valid Tax Clearance
5.) As-Built Plan

XII. WARRANTY:

One (1) year warranty for workmanship and parts/materials/equipment supplied by the Contractor. The obligation for the warranty shall be covered by retention money in an amount equivalent to five percent (5%) of the Contract amount. Said warranty obligation shall be released only after the end of the one (1) year warranty period from the date of acceptance.

XIII. 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 Awardee shall be responsible for the source(s) of his/her services/equipment 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 Awardee 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 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. 2026-066
2026-067

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

Sir/Madam:

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

	DESCRIPTION	AMOUNT
LOT I	**PREVENTIVE MAINTENANCE OF PICC BUILDING MANAGEMENT SYSTEM (BMS)**	**₱ _____, VAT Inclusive**
LOT II	**INTEGRATION OF EXISTING CONTROLS OF THE NINE (9) UNITS EXHAUST VENTILATING FANS AT THE PLENARY AND RECEPTION HALL FOR BUILDING MANAGEMENT SYSTEM (BMS)**	**₱ _____, VAT Inclusive**

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 PICCI 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.: _____