Philippine International Convention Center

REQUEST FOR QUOTATION

Date: May 28, 2026
RFQ No. 2026-095

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_____
_____
(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center, Inc. (PICCI),** through its Bids and Awards Committee, intends to procure **Maintenance Servicing and General Cleaning of Kitchen Exhaust System at the Main Kitchen and Amorsolo Kitchen,** with an **Approved Budget for Contract (ABC) of One Hundred Twenty-Six Thousand Seven Hundred Fifty Pesos (₱126,750.00), 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 June 1, 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. **PhilGEPS Registration Number or copy of valid Certificate of Platinum Membership;**
d. **Notarized Omnibus Sworn Statement with attachments (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney);**
e. **Copy of the Technical Specifications duly signed on all pages;**
f. **Company Profile which include the list of maintenance cleaning and/or repair of air conditioning units or kitchen exhaust systems project for the last five (5) years detailing the name of clients, completion dates, amount, contact person and the telephone numbers;**
g. **Certificate of Project Completion and Satisfactory Performance of PICC Projects within the last three (3) years, if any;**
h. **Certificate of Ocular Inspection issued by Mechanical Services Division**

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

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

Maintenance Servicing and General Cleaning of Kitchen Exhaust System at the Main Kitchen and Amorsolo Kitchen

II. APPROVED BUDGET FOR CONTRACT (ABC):

One Hundred Twenty-Six Thousand Seven Hundred Fifty Pesos (₱126,750.00), VAT Inclusive.

III. PROJECT DESCRIPTION:

The project involves the preventive maintenance of kitchen exhaust fans at the Main Kitchen and Amorsolo Kitchen. The scope of work includes the inspection, cleaning, lubrication, adjustment, and testing of all kitchen exhaust fans and components and its duct network system to ensure equipment's optimal performance, efficiency and cleanliness. Preventive maintenance activities are intended to minimize equipment downtime, extend service life, and maintain safe indoor air quality standards.

IV. SPECIFIC WORKS:

Supply of labor, materials, tools and instruments, expertise and supervision for the general cleaning of two (2) exhaust fan units serving Main Kitchen and one (1) exhaust fan unit serving Executive (Amorsolo) Restaurant Kitchen for a period of six (6) months or two (2) quarter period to include, but not limited to, the following:

1. Supply and deliver cleaning agent and de-greasing agent necessary for cleaning the exhaust duct system of the following Exhaust Fan Units:
   1.1. Exhaust Fan Unit 23 A and B (Roto-clone) serving Main Kitchen
   1.2. Exhaust Fan Unit 24 serving Executive (Amorsolo) Restaurant Kitchen

2. Clean properly air grilles, filters and exhaust ducts of the above-mentioned units including the fan units and ducts at the roof deck using the following:
   2.1. mild or appropriate non-corrosive solution of cleaning agent and/or degreasing agent, with appropriate corrosion inhibitor.
   2.2. tools and instruments appropriate to the ducts and surroundings
   2.3. high pressure washer (for the filters and exhaust blowers only)
   2.4. water for rinsing and/ or cleaning (for the filters and exhaust blowers only)

   Note: The methodology of cleaning and degreasing should not damage the exhaust duct system to be cleaned as well as any other equipment and property of PICC within the kitchens and other cleaning areas.

3. Rinse or wipe thoroughly the grilles, filters, duct internals and externals, fan internals and externals to remove the corrosive effect of the chemicals – cleaning agent and/or degreasing agent.

4. Clean the kitchen floors and walls and kitchen equipment affected during the process of cleaning.

5. Clean properly exhaust blowers using high-pressure washer and raw water with non-corrosive cleaning agent and/or degreasing agent.

6. Clean exhaust fan surrounding.

7. Conduct test-run for about one (1) to three (3) minutes for each exhaust fan before and after cleaning to determine whether the units are in good operating condition.

8. Conduct trouble shooting and minor repair works if the drive motor and/or control system does not function properly.

9. Conduct minor repair works to seal leaks and to restore good/acceptable exhaust efficiency. Any materials needed for the repair shall be supplied by Contractor.

10. Conduct spot de-rusting and repainting works using marine red oxide and/or epoxy, color gray, to be supplied by the Contractor. Spot de-rusting and repainting means to work only on the spot of corroded/rusted portion of the duct system including supports and hangers.

11. Turn over the exhaust systems in good order condition.

V. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:

1. The contractor shall conduct semi-annual general cleaning of the exhaust system serving Main Kitchen and Amorsolo Restaurant Kitchen.
2. The Contractor before submitting his proposal should examine all issued documents relating to his work and should verify all governing conditions at site. The Contractor shall report to PICC any condition that will prevent him from performing first class work. No consideration will be granted for any alleged misunderstanding of the parts and materials to be used and or work to be done.
3. Upon receipt of letter of award and/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 final work acceptance by PICC.

4. The Contractor shall see to it that the chemicals (cleaning and degreasing agent) to be used shall not be detrimental to the G.I. sheet materials, B.I. sheet materials and steel brace/supports, paint, flooring and other kitchen material and equipment. Submit Material Safety Data Sheet (MSDS) of chemicals to be used.
5. The Contractor must submit their proposed cleaning methodology for approval.
6. Contractor's personnel for the cleaning works must wear their Personal Protective Equipment (PPE) whenever inside the duct and/or handling cleaning agents/chemicals.
7. The PICC and Food Concessionaire's representatives shall directly monitor at site the contractor's conduct of general cleaning of the kitchen exhaust duct system to ensure proper cleaning, work coordination and to avoid possible damage to PICC property.
8. The Contractor shall clean the surrounding after each day of cleaning for proper hygiene in the kitchen.
9. Any parts found defective by the Contractor during the process of general cleaning shall be reported immediately to Assistant Director of Mechanical Services Division for the latter's record and evaluation.
10. Any part of the system being worked on and other properties of PICC that may be damaged due to negligence and/or poor workmanship of the Contractor will be restored by the Contractor at no cost to PICC.
11. 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 and other regulations.
12. The Contractor must submit NBI/Police/Barangay Clearance of each assigned personnel to be assigned at the PICC.
13. The Contractor's personnel should wear its company uniform/ID at all times in the PICC premises.
14. Any work that may affect the operation and security measures of PICC shall be coordinated properly and shall be done in accordance with the PICC' approved schedule. No work shall be done without the permission of the Mechanical Services Division and the Food Concessionaire to avoid any problem in kitchen operation.
15. The Contractor should free the PICC and its personnel from and against all liabilities arising from injuries or liabilities to persons or damages to property occasioned by any act or omissions by the Contractor and its personnel.

VI. EFFECTIVITY OF CONTRACT:

The Contract shall be for a period of six (6) months

Following the above-mentioned preventive maintenance schedule, The Contractor shall conduct a visit inspection/check-up to the Exhaust Fans/Ventilation System at least once between the specified coverage period to check the air filter condition. The purpose of this visit is to proactively maintain the cleanliness of the Kitchen Exhaust Fans/Ventilation Systems' air filters from the regular use of the Kitchen Exhaust Fans/Ventilation System

VII. 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 semi-annual 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.

VIII. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:

The Performance Security shall be in the form:

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:

Forms of Performance Security	**Amount Performance Security (Equal to Percentage of the Total Contract Price)**
a. Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank	Five percent (5%)
b. *Surety bond callable upon demand* issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

IX. CONTRACTOR'S QUALIFICATION:

The participating contractor must:

1. be engaged in the maintenance cleaning and/or repair of air conditioning units or kitchen exhaust systems for at least five (5) years.
2. have at least three (3) maintenance cleaning and/or repair of air conditioning units or kitchen exhaust systems within the last five (5) years.
3. have no delayed project delivery/completion, or unsatisfactory project performance and/or after-sales service at PICC for the last two (2) years.
4. have no outstanding/pending case against PICC-BAC, officers and personnel.

X. 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. 2026-095

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
MAINTENANCE SERVICING AND GENERAL CLEANING OF KITCHEN EXHAUST SYSTEM AT THE MAIN KITCHEN AND AMORSOLO KITCHEN	₱ _____, **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.: _____