Philippine International Convention Center

REQUEST FOR QUOTATION

Date: May 13, 2026
RFQ No. 2026-007

_____
_____
_____
_____
(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center, Inc. (PICCI),** through its Bids and Awards Committee, intends to procure **Supply of Labor and Materials for the Replacement of Oil, Oil Filter, Coolant and Batteries of Generator Sets at the Main Powerhouse,** with an **Approved Budget for Contract (ABC) of One Million One Hundred Thousand Pesos (₱1,100,000.00), 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 18, 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 or copy of valid Certificate of Platinum Membership;**
e. **Income/Business Tax Return;**
f. **Notarized Omnibus Sworn Statement with attachments (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney);**
g. **Copy of the Technical Specifications duly signed on all pages;**
h. **Certificate of Ocular Inspection;**
i. **Summary of Bid Prices**

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:

Supply of Labor and Materials for the Replacement of Oil, Oil Filter, Coolant and Batteries of Generator Sets at the Main Powerhouse

II. APPROVED BUDGET FOR CONTRACT (ABC):

One Million One Hundred Thousand Pesos (₱1,100,000.00), VAT Inclusive.

III. GENERAL DESCRIPTIONS:

The Contractor shall supply labor and materials and supervision for the replacement of engine oil, oil filter, coolant and Batteries of the generator sets located inside the main powerhouse.

IV. SCOPE OF WORK:

1. The contractor shall drain the used MTU genset engine oil and replace with new oil. Oil filter shall also be replaced with new filter.
2. The contractor shall replace the used fuel filter with new fuel filter.
3. The contractor shall replace the used air cleaner with new air cleaner element.
4. The contractor shall replace the used MTU Racor filter with a brand new Racor filter.
5. The contractor shall drain the used coolant and fill the radiator with a fresh coolant.
6. The contractor shall replace the used batteries with brand new 4 units Motolite 8D batteries per Generator set.
7. The contractor shall perform engine diagnostic scanning.
8. The contractor shall test run the generator sets at no load condition.

V. SPECIFICATIONS:

The contractor shall supply only original equipment manufacturer (OEM) parts or manufacturer recommended materials for the 2 units 2500 kVA Generator sets located at PICC main powerhouse, specifically:

Item	Qty	Unit	Part No.	Description
1	10	pcs	0031845301	Oil Filter
2	4	pcs	59408300151	Fuel Filter
3	8	pcs	0180945802	Air Cleaner

4	6	pcs	2020PM	Racor
5	4	pcs	X00057233	Coolant
6	26	pail	64242/P	MTU Engine Oil
7	90	pcs	NPN	Distilled Water (10L/container)
8	8	pcs	8D	Battery

VI. GENERAL REQUIREMENTS:

1. Permits, Bonds and Licenses
   - The Contractor shall submit the required permits, bonds and licenses as part of the implementation of the project.

2. Safety Officer
   - A DOLE accredited safety officer should always be present at site every time there is activities at site.

3. Project Schedule/Timeline
   - The Contractor shall coordinate with EECSD Assistant Director for the schedule of the preventive maintenance service.

4. Workmen.
   - The Contractor shall execute all works in a skillful and workmanlike manner and shall engage qualified workmen with equivalent experience required in the installation works.

5. Security and safety protections
   - The Contractor shall provide warning signs, sufficient lighting, fire extinguishers and personal protective equipment.

6. Other provisions
   - The Contractor shall submit the list of its personnel that will be assigned to PICC.
   - The Contractor should wear its company uniform at all times within the PICC premises.
   - The Contractor shall provide all tools and materials that will be needed to perform the required installation works including the scaffolding and/or other platform to work in elevated areas.
   - The Contractor shall replace or restore to its original condition any parts of the building or equipment and other properties of PICC that may be damaged due to poor workmanship.

VII. TERMS OF PAYMENT:

1. Full payment upon completion of the project.

Payment shall only be processed upon submission of the following:

- Contractor's request for payment shall be made to the PICC in writing

- Sales invoice describing, as appropriate, the Goods delivered/performed,
- Delivery receipt
- Valid Tax Clearance

VIII. SCHEDULE OF REQUIREMENTS:

Delivery of the Goods is required within sixty (60) calendar days after receipt of the Notice to Proceed.

IX. WARRANTY:

All works, materials and equipment supplied shall have a warranty of one (1) year. The obligation for the warranty shall be covered by either retention money or special bank guarantee in the amount equivalent to at least five percent (5%) of the total contract price. The said amount shall only be released after the lapse of the warranty period.

X. 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%)

XI. 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. 2026-007

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
SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF OIL, OIL FILTER, COOLANT AND BATTERIES OF GENERATOR SETS AT THE MAIN POWERHOUSE	₱ _____, **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.: _____

SUMMARY OF BID PRICES

SUPPLY SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF OIL, OIL FILTER, COOLANT AND BATTERIES OF GENERATOR SETS AT THE MAIN POWERHOUSE

item	description	qty	unit	unit cost	Total Cost
1	Oil Filter (Part No. 0031845301)	5	pcs	₱	₱
2	Fuel Filter (Part No. 59408300151)	2	pcs	₱	₱
3	Air Cleaner (Part No. 0180945802)	4	pcs	₱	₱
4	Racor (Part No. 2020PM)	3	pcs	₱	₱
5	Coolant (Part No. X00057233)	2	pcs	₱	₱
6	MTU Engine Oil (Part No. 64242/P)	13	pail	₱	₱
7	Distilled Water (10L/container)	45	ea.	₱	₱
8	Battery (Motolite 8D)	4	pcs	₱	₱
7	Labor Cost	1	lot	₱	₱
				VAT (12%)	
				GRAND TOTAL :	

Name: _____

Signature : _____

Duly authorized to sign the Bid for and behalf of: _____