



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

REQUEST FOR QUOTATION

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of fifteen (15) brand new air conditioning units for the Chancery, in accordance with the "Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas", as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed on **Annex A**. Aside from the quotation, interested companies are required to fill-out **Annex B**, which contains the checklist of technical specifications, and submit with the quotation. Incomplete submissions (*quotation without filled-out Annex B or vice versa*) shall be considered ineligible.

The last day for the submission of quotations is on Monday, 25 July 2022, at 5:00 p.m. Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com and attention it to **Ms. Anna Gabriella E. Guinto**.

Furthermore, interested companies may set-up a schedule for an ocular inspection with Ms. Guinto to inspect the location where the new air conditioning units shall be installed.

For further inquiries, please contact the Philippine Embassy at telephone number (02)796-7387 ext. 312.

The Embassy of the Philippines
Seoul, Republic of South Korea

18 July 2022

ANNEX A

PROCUREMENT OF FIFTEEN (15) BRAND NEW AIR CONDITIONING UNITS FOR THE CHANCERY

TERMS OF REFERENCE

The Embassy of the Philippines intends to engage the services of a company for the supply and delivery of fifteen (15) brand new inverter-type, air conditioning units to replace the old ACUs in the building.

I. Scope of Work

- a. The Company shall supply, deliver and install the fifteen (15) ACUs in the following rooms:
 1. Basement
 2. Room 301
 3. Room 302
 4. Room 401
 5. Room 402
 6. Room 502
- b. After installation, the Company shall also be in charge of the disposal of the old ACUs.

II. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) for the project is **THIRTY-TWO MILLION THIRTY-FIVE THOUSAND WON (₩ 32,052,000)**, inclusive of all charges.

III. Deliverables

The Company shall deliver inverter-type ACUs, including remote controls for each unit, with the following minimum specifications:

NO.	DESCRIPTION	CAPACITY	QTY	UNIT
1	Cassette-type with heater	25 pyeong	1	Piece
2	Cassette-type with heater	40 pyeong	1	Piece
3	Floor Stand Air Conditioner with heater	18 pyeong	3	Piece
4	Wall-mounted Air Conditioner with heater	10 pyeong	1	Piece
5	Wall-mounted Air Conditioner	13 pyeong	1	Piece
6	Wall-mounter Air Conditioner	10 pyeong	8	Piece
7	Installation (labor and materials)	n/a	15	n/a

ANNEX A

IV. Warranty

The air conditioning units must have a minimum of two (2) years warranty on parts and labor.

V. Delivery

All expenses, costs, fees and charges incurred upon shipping the air conditioning unit to the Embassy shall be borne by the Company.

VI. Terms of Payment

Payment shall be made within seven (7) days upon delivery and installation of the fifteen (15) air conditioning units.

In the event that it is not possible to deliver and install fifteen (15) air conditioning units within fifteen (15) working days, as mutually agreed with by the Embassy and the Company, the Company may submit a statement of work accomplished (SWA) or progress billing and corresponding request for progress payment for work accomplished on a monthly basis.

ANNEX B

CHECKLIST OF TECHNICAL SPECIFICATIONS

1. Does the products included in the quotation possess the following technical specifications:

Type	Capacity	Others	Yes/No
Cassette-type with heater	25 pyeong	Inverter, with remote control	
Cassette-type with heater	40 pyeong	Inverter, with remote control	
Floor Stand Air Conditioner with heater	18 pyeong	Inverter, with remote control	
Wall-mounted Air Conditioner with heater	10 pyeong	Inverter, with remote control	
Wall-mounted Air Conditioner	13 pyeong	Inverter, with remote control	
Wall-mounter Air Conditioner	10 pyeong	Inverter, with remote control	

2. Please state warranty period for the products: (minimum requirement is two [2] years): _____
3. Does the contract price in the quotation include costs for installation (labor and materials?: (Yes/No) _____

*Kindly affix your seal or signature
in the space provided above*