



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Date: January 6, 2026
RFQ No.: 2026-01-003

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number (**required**): _____

The Department of Education - Regional Office IX, through its Bids and Awards Committee (BAC), intends to Repair and Preventive Maintenance of all airconditioning units of DepEd RO IX Building, Balintawak and COA Office, AMS, LRMD, ARD & RD Quarters, Tiguma in accordance with Section 34 Small Value Procurement of the RA 12009.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **1:30 PM, January 13, 2026**. Along with the quotation/proposal, kindly submit a copy of your PhilGEPS Registration Number and Mayor's/Business Permit.

A valid **Certificate of PhilGEPS Registration** (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

A notarized **Omnibus Sworn Statement** (GPPB-prescribed form) will also be required to be submitted prior to award.

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

For any clarification, you may email us at region9.bac@deped.gov.ph

DR. GREGORIO CYRUS R. ELEJORDE, CESO V
BAC Chairman



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Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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Repair and Preventive Maintenance of all airconditioning units of DepEd RO IX Building, Balintawak and COA Office, AMS, LRMDC, ARD & RD Quarters, Tiguma	ABC	₱202,610.00
BIDDER'S STATEMENT OF COMPLIANCE		Please fill up with either: “Comply” or “Not Comply”
TECHNICAL SPECIFICATIONS		
TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	REMARKS: Offered Technical Specifications / Services
Service Provider for the Preventive Maintenance and possible Repairs of Office Equipment Airconditiong Units (ACUs)	-	
Contract of Service Provider		
January 01 - December 31, 2026		
General Cleaning		
Frequency: Quarterly February 2026, May 2026, August 2026 & November 2026 and/or as the need requires		
Window Type		
Split Type		
3-Tonner Type		
Freon Recharging		
Frequency: Once a Year and/or as the need only requires.		
Window Type		
Split Type		
3-Tonner Type		
Re/Installation of ACUs		
Frequency: As the need only requires.		
Split Type		
3-Tonner Type		
Repair Minor/Major		
Frequency: As the need only requires.		
Replace Capacitor		
Window Type		
Split Type		
3-Tonner Type		
Replace Fan Capacitor		
Window Type		
Split Type		
3-Tonner Type		
Replace mother board		
Split Type		
3-Tonner Type		
Replace Compressor		
Split Type		
3-Tonner Type		

Electrical, Etc.		
Window Type		
Split Type		
3-Tonner Type		
PROVISIONS/CONDITIONS:		
For Item Descriptions for Property Number 2, 3, and 4 are all subject for actual repair/s and replacement/s.		
*** nothing follows ***		
Terms of Payment: Payment shall be made through LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.		
Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____		

YOUR QUOTATION:							
Summary of Approved Budget				Offered Quotation			
Item	Qty.	Unit	Unit Price	Item	Qty.	Unit Price	Total
Service Provider for the Preventive Maintenance and possible Repairs of Office Equipment - Airconditiong Units (ACUs)				Service Provider for the Preventive Maintenance and possible Repairs of Office Equipment - Airconditiong Units (ACUs)			
Contract of Service Provider				Contract of Service Provider			
January 01 - December 31, 2026				January 01 - December 31, 2026			
General Cleaning				General Cleaning			
Frequency: Quarterly February 2026, May 2026, August 2026 & November 2026 and/or as the need requires				Frequency: Quarterly February 2026, May 2026, August 2026 & November 2026 and/or as the need requires			
Window Type	30	Unit	400.00	Window Type	30		
Split Type	57	Unit	680.00	Split Type	57		
3-Tonner Type	42	Unit	850.00	3-Tonner Type	42		
Freon Recharging				Freon Recharging			
Frequency: Once a Year and/or as the need only requires.				Frequency: Once a Year and/or as the need only requires.			
Window Type	1	Unit	2,500.00	Window Type	1		
Split Type	1	Unit	4,500.00	Split Type	1		
3-Tonner Type	1	Unit	6,500.00	3-Tonner Type	1		
Re/Installation of ACUs				Re/Installation of ACUs			
Frequency: As the need only requires.				Frequency: As the need only requires.			
Split Type	1	Unit	4,500.00	Split Type	1		
3-Tonner Type	1	Unit	6,500.00	3-Tonner Type	1		
Repair Minor/Major				Repair Minor/Major			
Frequency: As the need only requires.				Frequency: As the need only requires.			

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation(s) must be *valid for a period of thirty (30) calendar days* from the date of submission.
3. Price quotation(s), to be denominated in Philippine peso include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative(s).
7. The item(s) shall be delivered according to the requirements specified in the Technical Specifications.
8. The Technical Working Group (TWG) shall have the right to inspect and/or test the item(s)/goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

CANVASS FORM

This is to certify that I have received from the canvasser of the DepEd RO-IX, Regional Government Center, Balintawak, Pagadian City, a copy of **RFQ No. 2026-01-003** dated **January 6, 2026** as indicated by my signature hereunder.

Bidder/Supplier/Dealer	Name	Signature	Date

I HEREBY CERTIFY THAT I HAVE DELIVERED A COPY OF **RFQ No. 2026-01-003**
dated **January 6, 2026** to be opened on **January 13, 2026** to the above
bidders/suppliers/dealers.

ARSENIA S. SAGARAY
Canvasser



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