



PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES  
TO THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS, JAKARTA



14 June 2024

RFQ-JPM-2024-10

**BIDS AND AWARDS COMMITTEE  
REQUEST FOR QUOTATION**

The Permanent Mission of the Philippines to ASEAN, through its Bids and Awards Committee (BAC), is pleased to invite you to submit an Open Quotation for the provision of Air Conditioning Maintenance Services subject to the General Conditions stated herein, on or before **5:00 PM, Friday, 21 June 2024**, described as follows:

- Name of Project** : Annual Repair and Maintenance Services for the Air Conditioning Units of the Permanent Mission of the Philippines to ASEAN
- Specifications** : Please refer to the Terms of Reference

**General conditions:**

1. Prices should be inclusive of all relevant taxes and charges;
2. Prices shall be quoted in Indonesian Rupiah (IDR) and payment will be made also in IDR;
3. The bidder must submit the following documentary requirements:
  - a. Business permit
  - b. Income tax returns
  - c. Company profile
4. The BAC reserves the right to request for or waive any documentary requirement taking into consideration the usual trade and business practices being observed in Indonesia in accordance with Government Policy Procurement Board (GPPB) Resolution No. 28-2017;
5. This Request must not be taken as a guarantee that the Mission shall enter automatically into a contract; and should a contract be entered into, this will in no way be construed as a waiver of the Mission's sovereign immunity;
6. The bidder that submits the Lowest Calculated and Responsive Bid shall be awarded the contract subject to the best interests of the Philippine Government.

For further inquiries or clarifications, please refer to:

**Bids and Awards Committee (BAC) Secretariat**  
Permanent Mission of the Philippines to ASEAN  
Jalan Wijaya XVI No. 3-5, Melawai, Kebayoran Baru  
Jakarta Selatan 12160, Republic of Indonesia  
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(sgd)  
**LORENZO CRIS D. VIDAL**  
BAC Chairperson

## TERMS OF REFERENCE

**PROJECT NAME** : Annual Repair and Maintenance Services for the Air Conditioning Units of the Permanent Mission of the Philippines to ASEAN

**APPROVED BUDGET FOR THE CONTRACT** : IDR 25,000,000.00

### BACKGROUND

The Permanent Mission of the Philippines to ASEAN intends to procure Air Conditioning Maintenance Services for the existing air conditioning units of the Mission.

### OBJECTIVE

The objective of this undertaking is to properly maintain the air conditioning units of the Mission and to ensure that the units will function effectively and efficiently.

### APPLICABLE RULES AND REGULATIONS

The selection of a vendor for the project shall be done in accordance with Government Procurement Policy Board (GPPB) Resolution 28-2017 dated 31 July 2017 (Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas).

The Permanent Mission of the Philippines to ASEAN in Jakarta, Indonesia, by entering into a contract with the successful bidder, does not waive its sovereign immunity, as the project is being undertaken as an official act. In this regard, any conflict arising from the implementation of the project shall be resolved through negotiations.

### SERVICES

#### Units:

AC Units	Capacity	No. of Units
AC Split Wall	1 PK	7
AC Split Wall	2 PK	1
AC Split Duct	4 PK	2
AC Split Duct	6 PK	4
AC Floor Standing	2 ½ PK	1
AC Floor Standing	3 PK	4
AC Casset	3 PK	2
<b>Total</b>		<b>21</b>

#### The service provider shall perform the following:

1. Provide a comprehensive annual maintenance and repair of the air-conditioning units of the Mission
2. Freon refill.
3. Service provider must check the AC units first to provide an accurate assessment and quotation.

### PAYMENT SCHEME

Payment option shall be in accordance to the laws and regulations of the Republic of Indonesia.