



**CLIMATE CHANGE COMMISSION  
BIDS AND AWARDS COMMITTEE**  
8353-8494 ||

24 February 2025

**REQUEST FOR QUOTATION  
RFQ NO. 2025-003**

The **Climate Change Commission – Climate Change Office** through the Administrative and Finance Division intends to procure “**Annual Cleaning Service and Check Up of the Climate Change Commission- Climate Change Office Air Conditioning Units**” with an Approved Budget Contract amounting to **One Hundred Forty Thousand Pesos (PhP140,000.00)** for Fiscal Year 2025 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Kindly quote your **best offer** for the Cleaning Services described herein provided at the last page of this Request for Quotation (RFQ) and submit the same in a closed envelope duly signed by your authorized representative **not later than 28 February 2025, 10:00AM** to the BAC Secretariat, 6<sup>th</sup> Floor, First Residences Bldg., 1557 J.P. Laurel St., corner Matienza St., Malacanang Compound, San Miguel, Manila 1005.

The copies of your **2025 Business/Mayor’s Permit, PhilGEPS Registration Number/Certificate, Latest Income/Business Tax Return, Notarized Omnibus Sworn Statement (GPPB-prescribed forms), and Secretary’s Certificate (if corporation)** are also required to be submitted along with your signed quotation/proposal. Late and incomplete submission will not be accepted.

For any clarification, you may contact the BAC Secretariat at **(632) 8353-8494** or email address at [bac@climate.gov.ph](mailto:bac@climate.gov.ph).

SGD.  
**ATTY. CARLOS M. BORJA, JR.**  
Vice Chairperson  
Bids and Awards Committee  
Presiding Officer, 9<sup>th</sup> BAC Meeting



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**QUOTATION FORM**

**TERMS AND CONDITIONS**

1. The Approved Budget for the Contract (ABC) is **One Hundred Forty Thousand Pesos (PhP140,000.00)**.
2. Price Quotation should be inclusive of all applicable government taxes.
3. Price Quotation shall be valid within One Hundred Twenty (120) calendar days from the deadline of submission of RFQ.

| Item No. | Quantity | Unit | Description  | CCC's Unit Cost | Bidder's Unit Cost | Bidder's Total Cost (PHP) |
|----------|----------|------|--|-----------------|--------------------|---------------------------|
| 1        | 1        | lot  | <p><b>Annual Cleaning Service and Check Up of the Climate Change Commission- Climate Change Office Air Conditioning Units</b></p> <p><b>General Cleaning of Air conditioning Units</b><br/>           21 units Window Type, 2.5 HP<br/>           4 units Window Type, 2.0 HP<br/>           5 units Window Type, 1.5 HP<br/>           1 unit Split Type, 2.0 HP<br/>           1 unit Split Type, 1.5 HP<br/>           *Schedule: March 2025</p> <p><b>General Cleaning of Air conditioning Units</b><br/>           21 units Window Type, 2.5 HP<br/>           6 units Window Type, 2.0 HP<br/>           5 units Window Type, 1.5 HP<br/>           1 unit Split Type, 2.0 HP<br/>           1 unit Split Type, 1.5 HP<br/>           *Schedule: July and December 2025<br/> <b>Please see attached Terms of Reference</b><br/>           xxxnothing followsxxxxxx</p> | 140,000.00      |                    |                           |

In case you did not receive any communication from Climate Change Commission – Bids and Awards Committee (CCC-BAC) for one (1) month from the deadline indicated above, it is understood that the award was not made in your favor.

The CCC-BAC reserves the right to accept or reject any or all quotation/bid, annul the bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.



For clarifications, please contact Ms. Sarah Jane Lee and Ms. Ma. Catherine C. Dimagiba of the CCC-BAC Secretariat at 8353-8494 or email address at [bac@climate.gov.ph](mailto:bac@climate.gov.ph).

I have read and understood the Terms and Conditions stated above.

By signing this quote, I hereby agree and bind myself to the Terms and Conditions and the attached Terms of Reference for this procurement project, and the rules of procurement enshrined in the Republic Act No. 9184, as amended.

Signature Over Printed Name : \_\_\_\_\_  
Name of Company : \_\_\_\_\_  
Position in Firm : \_\_\_\_\_  
Business Address : \_\_\_\_\_  
Contact Information : \_\_\_\_\_