



Office of the President of the Philippines  
**MOVIE & TELEVISION REVIEW & CLASSIFICATION BOARD**

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**REQUEST FOR QUOTATION  
FOR THE PREVENTIVE MAINTENANCE OF  
MTRCB AIR CONDITIONING UNITS**

The **Movie and Television Review and Classification Board (MTRCB)** through its Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the "Preventive Maintenance of MTRCB Air Conditioning Units" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Preventive Maintenance of MTRCB Air Conditioning Units

Location : MTRCB Building, No. 18 Timog Avenue, Quezon City

Specifications : See attached specifications in Terms of Reference.

Approved Budget for : One Hundred Forty Thousand Pesos for twelve months  
the Contract (P140,000/12 months)

Delivery date : On or before August 17, 2017

Interested suppliers are required to submit their valid and current Mayor's Permit and Philgeps Registration Certification, and Price Quotation.

The price quotation and eligibility documents must be submitted on or before August 17, 2017, 3:00p.m. to the MTRCB-BAC Secretariat at the MTRCB Building No. 18 Timog Avenue, Quezon City, Philippines. Please submit your lowest and most responsive price quotation together with the RFQ in a sealed envelope marked as follows:

**The Chairperson  
MTRCB-BAC Request for Quotation  
Preventive Maintenance of MTRCB  
Air Conditioning Unit  
MTRCB Building, No. 18 Timog Avenue  
Quezon City, Philippines**

Please note that price quotations submitted after the above-mentioned deadline shall not be accepted.

The Contract will be awarded to the Participating Service Provider whose price quotation is the most advantageous and responsive to MTRCB, in accordance with the MTRCB's judgment and discretion. MTRCB shall not be bound to accept the lowest or any price quotation, which, in its judgment is, in the ultimate analysis, not advantageous to the government.

Furthermore, the MTRCB-BAC reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected Participating Service Provider or any person.

For inquiries/ site visit scheduling, please refer to:

  
**SUSAN L. BANDOLIN**

*BAC Vice-Chairperson*

MTRCB Bldg. No. 18 Timog Avenue, Quezon City  
Tel. No. 376-7380 | Email address: [admin@mtrcb.gov.ph](mailto:admin@mtrcb.gov.ph)  
Website: [mtrcb.gov.ph](http://mtrcb.gov.ph)

Noted By:

  
**MARIA RACHEL J. ARENAS**

*Chairperson, MTRCB*



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**TERMS OF REFERENCE**  
FOR THE PREVENTIVE MAINTENANCE OF  
MTRCB AIR CONDITIONING UNITS

**I. Objective**

The Movie & Television Review & Classification Board (MTRCB) intends to engage the services of a Bidder/Contractor duly authorized and with the necessary expertise, experience, and capacity to maintain and repair and/or replacement of parts/accessories of the air conditioning units installed in MTRCB building, including all its electrical components.

**II. Project Coverage**

The scope of services covers the supply of all labor, materials, tools, equipment, supervision and all operations necessary for the comprehensive maintenance services for the agency air conditioning units.

**III. Scope of Work**

General Scope of Services:

**a) Visual Inspections**

To check for unusual noise, vibrations or leaks, dust, minor corrosion and also check exposed ductwork for damaged insulation and air leaks. Visually inspect all internal sub-assemblies and major components.

**b) Start-up and Shut-down**

To check that the air-conditioning units are functioning correctly. Observe the equipment operation for any sign of abnormality.

**c) Condenser**

To chemically clean and pressure wash condenser coils, check fan motor voltage and amps, lubricate moving parts, check fan blades, belts and pulleys and adjust if necessary, check