



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE



RFQ-015-2024

25 March 2024

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore intends to procure the Air-Conditioning Unit Maintenance and Services of the Official Residence for CY 2024. As such, we are requesting quotations and bids from reputable companies. Please see attachments for specifications.

Interested companies are requested to send your best price by email to property.sgpe@gmail.com or by courier at Level 16, Triple One Somerset Road, Singapore 238164 on before 4:30 PM Singapore Standard Time on 31 March 2024. For queries regarding the project, you may email property.sgpe@gmail.com or call phone number 6983-9840.

Thank you.

Sincerely yours,

(Original Signed)
Gloria Jean Castaño - Zafra
Administrative Officer

TERMS OF REFERENCE

MAINTENANCE SERVICES OF THE AIR CONDITIONING UNITS AT THE OFFICIAL RESIDENCE

Background

The Philippine Embassy in Singapore intends to procure air conditioning maintenance services and chemical wash of said units (as needed) at the Official Residence for four (4) times a year: April, June, September and December 2024

Objective

To ensure regular maintenance services of the twenty-one (21) air conditioning units at the Official Residence

Technical Specifications

I. Scope of Work

- Maintenance fan coil unit (21 units including maintenance of aircon compressor);
- Chemical wash for wall mounted fan coil unit (as needed);
- Chemical wash for ceiling cassette fan coil unit (as needed); and,
- Emergency repairs

II. Project Duration

Maintenance and cleaning services will be done four (4) times a year and chemical wash (as needed) of the air conditioning units at the Official Residence

III. Invoicing and Payment

The Contractor shall issue an invoice which includes the following:

- Total price and price breakdown (inclusive of GST and other lawful charges); and,
- Bank account name and bank account number

The Philippine Embassy shall pay the contractor upon completion of the scheduled maintenance services for twenty-one (21) air conditioning units and chemical wash of concerned air conditioning units (as needed).

**ANNEX A
PRICE QUOTATION FORM**

Date :

To : **Gloria Jean Castaño - Zafra**
Administrative Officer
Embassy of the Philippines - Singapore
Level 16 Units 12A 13/14 Triple One Somerset Building
111 Triple One Somerset Singapore 238164

Sir/Madam,

After having carefully read and accepted the terms and conditions in the **Request for Quotation on Air-Conditioning Unit Maintenance and Services of the Official Residence for CY 2024**, hereunder is our quotation as follows:

TOTAL AMOUNT:

Amount in words and figures:

_____ SINGAPORE DOLLARS

(SGD _____)

Inclusions:

Very truly yours,

Full Name and Signature
of Representative:
Designation:
Official Company Name:
Contact Number:
Email Address: