



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
WASHINGTON, D.C.



RFQ- 2025- 014

**REQUEST FOR QUOTATION**

Project: **Preventive Maintenance Services and Repair for the HVAC Equipment of the three (3) Philippine Government-Owned properties: Chancery, Annex/ Consular and Official Residence Building**

Project Location: NW Washington DC

Date: 29 September 2025

---

The **Embassy of the Philippines, Washington D.C.**, through its Bids and Awards Committee (BAC), intends to procure services for the Preventive Maintenance Services of the HVAC Equipment of the three (3) Government-owned properties.

The procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017.

Interested contractors are requested to submit their best offer for the project, subject to the attached *Terms of Reference*. Price Quotes/Proposals must be submitted **not later than 03 October 2025**.

Requests for project site visits and inquiries or clarifications about the project may be sent to [admin@phembassy-us.org](mailto:admin@phembassy-us.org) and [property@phembassy-us.org](mailto:property@phembassy-us.org).



**JAIME RAMON T. ASCALON, Jr.**  
BAC Chairman

## TERMS OF REFERENCE

### I. BACKGROUND

The Embassy intends to procure the services of a qualified HVAC company for the preventive maintenance services of the HVAC equipment of the three (3) properties.

### II. OBJECTIVE

1. To sustain efficient and reliable operation;
2. To equip the HVAC equipment for seasonal environmental conditions;
3. To ensure the quality and condition of each piece of equipment;
4. To prevent further damage to the property and to ensure that the equipment are in optimum conditions;

### III. SCOPE OF WORKS:

Item no.	Description	Project Location
1	<p>Preventive maintenance services of HVAC equipment of the three (3) properties: Chancery, Annex/ Consular and Official Residence</p> <p><u>Spring/ Summer</u></p> <ul style="list-style-type: none"><li>• Clean all filters and replace filters if needed.</li><li>• Clean condenser and evaporator air conditioning coils. Check drain lines and clear any clogs and clean drain lines to ensure proper flow.</li><li>• Empty drain pans of any standing water.</li><li>• Check pulleys and belts and replace any that are worn. Inspect ducts for the presence of debris, mold, and mildew and clean if needed.</li><li>• Check refrigerant levels and adjust if needed.</li><li>• Check for refrigerant leaks.</li><li>• Test thermostats and HVAC controls to ensure correct temperature and timer settings.</li><li>• Charge or replace batteries if necessary.</li><li>• Tighten electrical connections, check wiring, and measure voltage and current on motors.</li><li>• Check control box and electrical components for wear or damage.</li><li>• Check the equipment's starting cycle to ensure proper starting, operation, and shutoff.</li><li>• Check the fan motor.</li></ul>	NW Washington DC

	<ul style="list-style-type: none"> <li>● Check and clean blowers and blades and adjust if needed to ensure proper airflow.</li> <li>● Lubricate moving parts, including motor bearings, to reduce friction and energy consumption.</li> <li>● Inspect the cabinet and cabinet door for leaks and ensure it closes securely.</li> <li>● Inspect the outside unit for surrounding debris.</li> </ul> <p><u>Fall/ Winter</u></p> <ul style="list-style-type: none"> <li>● Clean heating equipment filters and replace filters if needed.</li> <li>● Filters should be replaced every 30 to 90 days.</li> <li>● Inspect the ignition burner assembly.</li> <li>● Inspect the heating elements or heat exchanger for damage to reduce carbon monoxide risks.</li> <li>● Inspect the flue system and check to ensure it's securely attached to the furnace.</li> <li>● Gas furnaces should be examined carefully to detect potential gas leaks.</li> <li>● Test the gas pressure.</li> <li>● Check belts and pulleys and replace any that are worn or frayed.</li> <li>● Clear drain lines of clogs and ensure proper flow.</li> <li>● Empty the drain pan of any standing water.</li> <li>● Tighten electrical connections, check wiring, and measure voltage and current on motors.</li> <li>● Check all control boxes and electrical components for damage or wear.</li> <li>● Lubricate moving parts, including motor bearings, to reduce friction and avoid excess electricity usage.</li> <li>● Check and clean blowers and fans to ensure proper operation.</li> <li>● Adjust if necessary.</li> <li>● Check thermostats and ensure controls are functioning properly.</li> <li>● Inspect the heat pump. Check vents and ductwork for the presence of debris, mold, and mildew.</li> <li>● Clean if necessary.</li> </ul>	
--	--	--

#### IV. EQUIPMENT LIST

<b>1. MAIN CHANCERY</b>
1- DAIKIN PACKAGE HEATPUMP RTU M# DBH0363B000001SAA S# 2009149326

1- DAIKIN PACKAGE HEATPUMP RTU M# DBH0363B000001SAA S# 2009149326  
 1- DAIKIN PACKAGE HEATPUMP RTU M# DBH0363B000001SAA S# 2005035682  
 1- CARRIER OUTDOOR HEATPUMP M# 38AUQD12A0A5A0A0A0 S# 3924C10633  
 1- CARRIER RTU #1 M# 50A5C040-PV541EE S# 009001218150  
 1- CARRIER RTU #2 M# 50A5C040M3V52ALA S# 4916U44471  
 1- GOODMAN CONDENSING UNIT M# DX13SA0363AD S# 1606025838  
 1- GOODMAN AIR HANDLER M# ARUF37C14AA S# 1607152075  
 1- CAPTIVE AIRE EXHAUST FAN M# NOT VISIBLE S# NOT VISIBLE  
 1- CAPTIVE AIRE EXHAUST FAN M# NOT VISIBLE S# NOT VISIBLE  
 1- CURTIS-TOLEDO AIR COMPRESSOR M# 6DH6ED S# 20X50-60  
 1- SPX HANKISON AIR DRIER M# HPR5-10 S# H510A1150311104  
 1- BRADFORD WHITE WATER HEATER M# MIT120153SF32 S# JK17279721  
 1- A. O. SMITH WATER HEATER M# EES 80 913 S# MG92-0033745-S44  
 1- LR-15BWR CIRCULATING PUMP M# LR-15BWR S# 106514LF

## 2. ANNEX/ CONSULAR BUILDING

1- CARRIER CONDENSING UNIT M# 38AUQA08A0A5A0A0A0 S#2011E19890  
 1- CARRIER AIR HANDLER M# 40RUQA08A2A6-0A0A0 S# 2115U12865  
 1- CARRIER CONDENSING UNIT M# 38AUQA080A5A0A0A0 S#2011E14678  
 1- CARRIER AIR HANDLER M# 40RUQA08A2A6-0A0A0 S# 1715U11567  
 1- CARRIER CONDENSING UNIT M# 38AUQA080A5A0A0A0 S#2011E19894  
 1- CARRIER AIR HANDLER M# 40RUQA08A2A6-0A0A0 S# 0314U01216  
 1- CARRIER CONDENSING UNIT M# 38AUQA080A5A0A0A0 S#1611E07178  
 1- CARRIER AIR HANDLER M# 40RUQA08A2A6-0A0A0 S# 3215U16084

## 3. OFFICIAL RESIDENCE

2- DAIKIN MINI SPLIT -EVAPORATOR M# FVXS18WVJU9 S# C000899, C000757 (DINING)  
 1- DAIKIN MINI SPLIT-OUTDOOR HP M# 4MXS36WMVJU9 S# E003902 (DINING)  
 1- YORK- A/C CONDENSER UNIT M# YC300C00A2AAA1A S# N 1N237103  
 1- YORK- A/C AIR HANDLING UNIT M# NC300C00N6AAA1 S# N 1F1154328  
 1- NORTEK HEATPUMP M# VSH 1BE4M1SP24K S# VSG192033788  
 1- NORTEK AIR HANDLER M# B6BMMX24K-B S# B6G190404659  
 1- RUNTRU HEATPUMP M# A4HP4060D1000AA S# 240822JY1F  
 1- RUNTRU AIR HANDLER M# A4AH4E60B1C30AA S# 24092NKT3V  
 1- WEIL MCLAIN STEAM BOILER M# LGB-11 S# TBD  
 1- BRADFORD WHITE WATER HEATER M# RE250T6-1NCWW S# TH438111334  
 1- NAVIEN TANKLESS WATER HEATER M# NPE-240A2-NG S# 2087W21Z2001107  
 1- ROOF GABLE EXHAUST FANS (2) M# NOT VISIBLE S# NOT VISIBLE  
 2- DAIKIN MINI SPLIT -EVAPORATOR M# FTXV09AVJU9 S# Y291841, Y270692 (ADMIN)  
 1- DAIKIN MINI SPLIT-OUTDOOR HP M# 3MXM24AVJU9 S# Y052257 (ADMIN)  
 2- DAIKIN MINI SPLIT -EVAPORATOR M# FTX24AVJU9 S# Y019418,Y026157 (ENGL/FRENCH)  
 1- DAIKIN MINI SPLIT-OUTDOOR HP M# 4MXM36AVJU9 S# Y057233 (ENGLISH/FRENCH)

2- CARRIER MINI SPLIT EVAPORATOR M# 40MAHBQ12XA3 S# 0624V20775, 0224V29722 (ADMIN)  
 1- CARRIER MINI SPLIT OUTDOOR HP M# 38GHBQ24CA3 S# 2123V24303 (ADMIN)  
 3- DAKIN MINI SPLIT -EVAPORATOR M# FTXV12AVJU9 S# Y103048,Y096736,Y103374  
 1- DAIKIN MINI SPLIT-OUTDOOR HP M# 4MXS36WMVJU9 S# Y048365

## V. GENERAL CONDITIONS

1. The Contractor shall be responsible for the site preparation and mobilization including dismantling and disposal of unnecessary debris on site;
2. The Contractor shall provide labor, materials, tools, equipment needed for the satisfactory completion of the project. It should strictly follow standard procedures to complete the job;
3. The Project shall be completed within a reasonable time from the date of receipt of the Notice to Proceed (NTP) and mutually agreed upon by both parties;
4. The contractor shall be responsible for delivering the project to the full satisfaction of the Philippine Embassy. The contractor shall clearly identify and state **WARRANTY period** for materials and workmanship;
5. The contractor shall allow the Philippine Embassy's duly authorized representatives, to access the work area at any time for purposes of inspecting the project. It shall likewise furnish said representative necessary information and assistance to ensure a complete and detailed inspection;
6. The contractor shall ensure that the Project shall be completed in accordance with the approved design/specifications and in conformity with the agreed schedule;
7. The Philippine Embassy reserves the right to reject any unacceptable(substandard) material installed or to be installed as well as faulty workmanship;
8. The Contractor warrants that it shall deploy only highly trained, qualified and competent workers in the implementation of the project and shall be responsible for damages, losses or injury arising from the project whether directly caused by the contractor's negligence, or of its employees, agents or subcontractors;
9. The contractor shall be responsible for the cleaning, clearing/removal from the site of debris;

10. The contractor shall be responsible for obtaining all necessary work-related permits, including road closure and traffic controls (if necessary), from the government of the District of Columbia;
11. In consideration of the sensitive nature of the areas covered by the work agreement, the General Contractor and all workers who will gain access to the Main Chancery of the Embassy shall hold in strict confidence and not disclose to any third party all information pertaining to the locations, whether oral, written, visual, or any other medium, including, but not limited to the appearance of the work sites and physical security measures and operating procedures;
12. Payment will be in the form of progress payments; each payment will be made in accordance with the work already completed. Upon receipt of a written request from the contractor, the first progress payment may be paid provided that at least 20% of the work has been accomplished, as certified by the Embassy. A retention payment, equivalent to 10% of the total cost of the project, will be paid after the completion and final acceptance of the project by the Embassy;
13. There will be no change orders for this project, the proposal/ quotation submitted by the contractors must be enough to cover all related costs; including contingencies for possible unforeseen expenses such as duct connections or electrical works, as appropriate;
14. The General Conditions and Technical Specifications of this Request for Quotation shall form part of the contract/ agreement of the project. The contract will be accompanied by copies of the business registration/ documents of the contractor , and a copy of a valid driver's license of the signatory to the contract/ agreement.
15. If the contractor that provided the lowest quotation/proposal, for any reason, declined to provide the products and services under this project, the contractor that provided the next lowest responsive quotation/proposal will be given the opportunity to negotiate the contract and implement the project.