RFQ- 2026-002

REQUEST FOR QUOTATION

Project : **Procurement, Disposal, and Installation of HVAC Unit at the Chancery Annex**

Delivery Location : NW, Washington DC 20036

Date : August 6, 2026

The **Embassy of the Philippines, Washington D.C.,** through its Bids and Awards Committee (BAC), intends to procure the services of a qualified contractor for the Procurement, Disposal, and Installation of Heating, Ventilation, and Air-Conditioning (HVAC) Unit at the Chancery Annex Building.

The procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017 and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

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 13 August 2026.**

Requests for project site visits and inquiries or clarifications about the project may be sent to admin@phembassy-us.org and property@phembassy-us.org.

FELIPE F. CARIÑO III
BAC Chairman

TERMS OF REFERENCE

I. BACKGROUND

The Embassy intends to procure the services of a qualified company for the procurement, disposal, and installation of HVAC unit at the Ground Floor of the Chancery Annex Building.

II. OBJECTIVE

1. To remove and properly dispose of the existing/non-functional HVAC unit at the Chancery Annex Building;
2. To procure and install new HVAC equipment/unit suited to the requirements of the Chancery Annex Building;
3. To ensure a reliable, efficient, and properly functioning air-conditioning and ventilation system for the occupants of the Chancery Annex Building.

III. SCOPE OF WORKS:

Item no.	Description	Project Location
1	**Procurement, removal, disposal, and installation of HVAC unit at the Ground Floor of the Chancery Annex Building, including removal and proper disposal of the existing/non-functional unit(s), and the supply, delivery, and installation of new HVAC equipment with the required capacity and specifications.**	NW Washington DC (Ground Floor, Chancery Annex Building)

IV. 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.