

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>AIR-CONDITIONING UNIT(ACU) MAINTENANCE SERVICES MANUAL</p>	<p>Class Code: D</p>
	<p>Chapter 2: Marketing and Submission of Quotation/Bid</p>	<p>Reference Code:</p>
<p>OM-ACU-2.0</p>		
<p>Revision Number:</p>		
<p>00</p>		
<p>Date: Effective</p>		
		<p>Nov. 20, 2018</p>
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A. General Guidelines

1. The PMMS Department shall spearhead the marketing of the ACU maintenance and repair services to build/expand the client base.
2. Contracts for ACU maintenance services may be obtained through negotiation or through participation in biddings conducted by private as well as government entities.
3. For new projects or new prospective clients, PMMS Department shall be responsible for the preparation of the proposal and submit offer/quotation/bid after approval of the authorized signatories.
4. For existing clients, authority to submit offer/quotation/bid shall be based on the contract amount and in accordance with the approved Codified Approving and Signing Authority (CASA).
5. All bids shall be in accordance with R.A. 9184 and other existing policies and procedures.
6. LBRDC's pricing shall be determined by the viability of undertaking the Contract or Service Agreement taking into consideration the number of ACU to be serviced, number of personnel to be deployed, location of the project or office premises of the branch/client, and the administrative or overhead costs to be incurred, and prevailing rates in the industry, among other things.
7. Quotations and bids shall be prepared by the PMMS Department and reviewed by the Department Head, approved, and signed by the President and CEO prior to submission to prospective clients, whether existing or new, to ensure soundness, adequacy, and propriety of the proposal.

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B. Procedures

1. Preparation of Proposal

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| PMMS
Department | 1.1 | Prepares proposal/request for authority to offer ACU maintenance and repair services to identified prospective clients. |
| Department
Head | 1.2 | Reviews the proposal/request and submits to the authorized approving officer. |
| President & CEO | 1.3 | Approves and signs the proposal/request |

2. Preparation of Offer

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| Department
Head | 1.4 | Upon approval, prepares offer letter and forwards to the President & CEO for signature. |
| President & CEO | 1.5 | Signs the offer letter. |
| Account Officer | 1.6 | Facilitates transmittal of the offer letter to the prospective client. |
| | 1.7 | Files receiving copy of the offer letter. |
| | 1.8 | Follows-up status of the offer via phone call after five (5) working days from client's receipt of the offer. |
| President & CEO
or Department
Head | 1.9 | Visits prospective clients and conducts marketing presentations/ meetings, if necessary. |

3. Preparation of Cost-Benefit Analysis

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| Department
Head | 1.10 | Upon receipt of request/query from client or Invitation to Bid with Terms of Reference, prepares, prepares cost-benefit analysis and the draft quotation or bid and submits to President & CEO for approval. |
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- President & CEO 1.11 Evaluates the cost-benefit analysis and then approves/signs the quotation or bid offer.
- Account Officer 1.12 Collates/ prepares supporting documentary requirements, if any.
- 1.13 Facilitates transmittal of the quotation or bid offer and documentary requirements to the prospective client.
- 1.14 Files receiving copy of the quotation or bid offer.
- 1.15 Makes periodic follow-up on the status of the quotation or bid offer until receipt of the Notice of Award (NOA) and Notice to Proceed (NTP) or any similar document.