



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : September 22, 2020  
PR No. : GF-20-02-00038B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **RM - BOY SCOUT ROTUNDA FOUNTAIN**  
Approved budget of the Contract : **Php 240,000.00**  
End-User / Implementing Office : **PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than September 25, 2020, 10:00 a.m. Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

**Project Title : RM - BOY SCOUT ROTUNDA FOUNTAIN**

**Quezon City Local Government  
BIDS AND AWARDS COMMITTEE  
2/F Procurement Department, Finance Building  
Quezon City Hall Compound**

For any clarification you may contact us at 89884242 loc. 8506/8709.

**(SGD.) ATTY. DOMINIC B. GARCIA**  
Officer-In-Charge/Head, BAC Secretariat

**TERMS AND CONDITIONS**

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	<p><b>REPAIR AND MAINTENANCE OF BOY SCOUT ROTUNDA</b></p> <p>Scope of Work:</p> <p>1. Fountain Nozzles, Filter System and Valves  a) Filter Systems and valves are to be serviced whenever needed to maintain the desired water effects.  b) Adjustment and calibration of fountain nozzles whenever needed.  c) Supply and replacements of parts whenever needed.</p> <p>2. Pump Maintenance  a) Checking of electrical and mechanical condition of the fountain pumps.  b) Repair and rehabilitation of pumps whenever needed.  c) Supply and replacement of parts whenever needed.</p> <p>3. Maintenance on Control System  a) Programmed Fountain Control are all checked that they are in good working condition.  b) Magnetic switches, circuit breakers and automation electronics are to be checked as often as needed for loosened terminal and worn-out parts to minimize down time.  c) Supply and replacement of parts whenever needed.</p> <p>4. Lamp Maintenance  a) Checking lighting control, fountain lamp components replacement and installation of busted components on the needed basis.  b) Supply and replacements of parts whenever needed.</p>	LOT	6		

	<p>5. Inspection and Cleaning  a) General inspection that all water features are operating per desired performance.  b) Draining and cleaning fountain pool whenever needed, including water treatment.</p> <p>6. Training and Technical Assistance  a) A fountain operator will be trained and given technical assistance whenever needed.</p>				
	<b>Total Quoted Amount</b>				

Amount in Words: \_\_\_\_\_  
\_\_\_\_\_

Delivery Period : Six (6) months  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address