



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

Date: December 07, 2020  
PR No: GF-20-08-01227C

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Project Title : **RM- AIRCONDITIONING UNIT**

Approved Budget for the Contract : **Php 980,850.00**

End-User / Implementing Office : **City General Services Department (QCTD)**

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 December 14, 10:00 AM 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/SEC)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 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- AIRCONDITIONING UNIT**

**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. 8505/8709.

  
**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.
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
1	Indoor PCB	set	13		
2	Outdoor PCB: B08-1779 MR	set	13		
3	Pump Motor	piece	3		
4	Fan Motor	piece	2		
5	Compressor Motor: 160709 NHJ47NADT	unit	1		
6	Sensor	piece	15		
7	Circuit breaker: square D Bolt-on type 30AT 240 V	unit	3		
8	Magnetic Contractor: Model: S-N25EX; wire Size: 14 AWG	unit	3		
9	Capacitor: 60µF + 10/-5%, 440 VAC 50/60Hz	piece	3		
10	Refrigerant R22: 11.5 kg/tank	tank	6		
11	Silver Rod	box	5		
12	Mapp Gas	tank	1		
13	Installation, Testing and Commissioning  Scope of Works: 1. Replacement of defective Indoor PCB 2. Replacement of defective Outdoor PCB 3. Replacement of defective pump motor 4. Replacement of defective fan motor 5. Replacement of defective sensor 6. Replacement of defective compressor motor 7. Replacement of defective circuit breaker 8. Replacement of defective magnetic contractor 9. Replacement of defective capacitor 10. Repair of Freon leak 11. Recharging of Freon 12. Declogging of drain line 13. Testing and commissioning	lot	1		
<b>Total Quoted Amount</b>					

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

Delivery Period : seven (7) calendar days  
 Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
 Date

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