



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : December 01, 2020
PR No. : GF-20-09-01584

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF AIRCONDITIONING UNIT AND OTHERS**
Approved budget of
the Contract : **P 371,254.80**
End-User /
Implementing Office : **CITY GENERAL SERVICES 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 **December 04, 2020 10:00AM** 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 2018) (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.

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| <p>Project Title : <u>PROCUREMENT OF AIRCONDITIONING UNIT AND OTHERS</u></p> <p>Quezon City Local Government BIDS AND AWARDS COMMITTEE 2/F Procurement Department, Finance Building9 Quezon City Hall Compound</p> |
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For any clarification you may contact us at 89884242 loc. 8506/8709.


LATTY. 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 initialed 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 | Air Conditioner (Package Type)5TR - Cooling -60,000/63,300; Power Consumption 5,500; Running Current -17.5; EER 10.9/11/5; indoor Sound Level (Low Cool)-52 Air Flow -2700/1589; Pipe Size (liquid/Gas)1/2&7/8; Volts/Hz/Phase-208-230 /60/3 Refrigerant -R22; Unit Dimension: Indoor unit (WxDXH)-610x385x1,877; Outdoor unit (WDXH)-1,016x355 x 1,268; Carton Dimension: indoor Unit (net/shipping) 62/65; Outdoor Unit (Net/shipping)-110/115; Max. Refrigerant Pipe Length-50; Max. Difference in Level-8; Operating Temperature -17-30; Ambient Temperature -18-43 | unit | 1 | | |
| 2 | Typewriter Manual-18 inches 18" carriage, 100% metal casing, 8 digits decimal tabulator, pica, brand new, branded | unit | 1 | | |
| 3 | 2.5 HP Airconditiong Inverter 2.5 HP inverter R32 Refrigerant (eco-friendly refrigerant) quick cooling precise temperature control wide voltage range 140-290V soft start up full size, remote control /soft touch filter dean indicator easy filter removal | unit | 2 | | |
| 4 | Automatic Numbering Machine - Non-Strip handle, full metal frame design for smooth operation and long-life built-in drop cypher picture | unit | 1 | | |
| 5 | Evaporative Air-conditioner - without compressor & without freon gas, 350 watts with 35 liters water tank with remote control | unit | 1 | | |
| 6 | Finger Print Time Recorder - document tracking system, records management system, archives management, and security management system, designed to managed documents and records of government agencies. Cloud based system; follows proper naming conventions and file classification: 2.8" color LCD Display. | unit | 2 | | |
| Total Quoted Amount | | | | | |

Amount in Words: _____

Delivery Period : thirty (30) calendar days
Warranty : _____

OTHER REQUIREMENTS:

1. *Statement of Warranty – Minimum of One (1) year*

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address