



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



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

Date: DECEMBER 1, 2020  
PR No: GF-20-09-01601B

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

**INSTALLATION OF AIR-CONDITIONING UNITS**

Project Title : \_\_\_\_\_  
Approved Budget for  
the Contract : **Php 139,725.00**

End-User /  
Implementing Office : **QUEZON CITY UNIVERSITY**

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 4, 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/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: **INSTALLATION OF AIR-CONDITIONING UNITS**

**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.	<b>INSTALLATION OF EIGHT (8) UNITS LG</b> Non-inverter floor standing, split type free blow, with nominal capacity of 3.0 TR, 220 volts, single phase, 60 Hz, cooling capacity (KJ/Hr) 36,000Btu/h & <b>ONE (1) Unit CARRIER AIRCONDITION</b> , Non-inverter floor standing, split type free blow, with nominal capacity of 5.0 TR, 220 volts, three phase, 60 Hz, cooling capacity (KJ/Hr) 63,300Btu/h (6 units for Batasan Campus & 3 units for SF Campus)	Lot	1		
	<b>Materials:</b>				
	14 pcs.- Angle Bar 1" x 1" x 20", 3.5 mm				
	5 kg.- Welding rod electrode 1/8 N6011				
	81 pcs.- 3/5"x 2" Stainless Steel Wedge Expansion Bolt Anchor Screws Sleeve Anchors				
	1 box- THHN Stranded Electrical Wire 5.5mm 10/7 99% Copper 150 meters				
	2 box- THHN Stranded Electrical Wire 2.0mm 10/7 99% Copper 150 meters				
	5 rolls- Copper Tube, soft type refrigeration pipe/tubing 3/4 x 0.028 x 15m				
	5 rolls- Copper Tube , soft type refrigeration pipe/tubing 3/8 x 0.028 x 15m				
	9 rolls- Polyethylene Tape for Air Conditioner, waterproof, durable				
	23 pcs.- Elbow copper 3/4				
	27 pcs.- Silver rod				
	1 roll- Flexible hose 1/2 x 100mts				
	45 pcs.- 3/8 bolt and nut hex cap screw washer, good quality heavy duty				
	45 pcs.- Flat washer 3/8				
	3 tanks- MAPP Liquefied gas and flat gas tank Self Ignition Turbo Torch with Plumbing Hose Solder Propane Welding Kit				
	36 pcs.- Rubber insulation 3/4", 1/2" thick, 6 feet				
	36 pcs.- Rubber insulation 3/8", 1/2" thick, 6 feet				

	9 pcs.- PVC pipe 3/4				
	36 pcs.- PVC elbow 3/4				
	9 pcs.- Filter drier, welded type 3/8				
	5 rolls- Electrical Tape, big				
	1 can- PVC pipe solvent cement 400cc, big				
	9 pcs.- Circuit breaker 40A, 1ø, 220V, 60Hz, w/NEMA enclosure				
	1 lot- Refrigerant				
	1 lot- Labor				
	<b>Scope of Work:</b> 1. Fabrication of steel pedestal for indoor, pipe supports and bracket hangers 2. Installation of 9 units of air-condition (indoor/outdoor) 3. Installation of circuit breakers and wiring layout. 4. Installation of drain pipes 5. Start up, testing and checking of cooling system				
<b>Total Quoted Amount</b>					

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

Delivery Period : Thirty (30) Calendar Days

Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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