



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 9, 2020
PR No: GF-20-11-02098

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : RM-AIRCONDITIONING UNITS

Approved Budget for the Contract : Php 362,180.00

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 14, 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: **RM-AIRCONDITIONING 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
	Repair of airconditioning units of Department of Building Official at Ground Floor, Civic Center Building D				
	Scope of Works:				
1	Installation of compressor 2HA19175A for Air Cooled Condensing Unit (ACCU) RAM-14MQ	Unit	1		
2	Installation of Power Module 3FQ46593A	Unit	1		
3	Leak testing using Nitrogen gas	lot	1		
4	Repair of freon leak, if any	lot	1		
5	Vacuuming of system	lot	1		
6	Recharging of freon	lot	1		
7	General cleaning of Outdoor units	Unit	3		
8	Declogging of drain line	Lot	1		
9	Testing and Commissioning	Lot	1		
	General housekeeping after servicing of units				
	Materials:				
10	Compressor 2HA19175A	Piece	1		
11	Power Module 3FQ46593A	Piece	1		
12	Nitrogen gas	tank	1		
13	R410A freon	tank	4		
14	Mapp gas	tank	1		
15	Silver rod	piece	5		
	Repair of airconditioning units of Bureau of Fire Protection at 3rd floor, NGO Building				
	Scope of Work:				
17	Leak testing using Nitrogen gas	Lot	1		
18	Repair of freon leak	Lot	1		
19	Vacuuming of system	Lot	1		
20	Recharging of freon	Lot	1		
21	General cleaning of Outdoor units	unit	3		
22	Declogging of drain line	Lot	1		
23	Testing and Commissioning	Lot	1		
24	General housekeeping after servicing of units				
	Materials:				
1	Nitrogen gas	Tank	1		
2	R410A freon	Tank	8		

3	Map gas	Tank	1		
4	Silver rod	piece	5		

Total Quoted Amount					

Amount in Words: _____

Delivery Period : Seven (7) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

GF-20-11-02098