



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 05, 2019  
RFQ No. : 19-W13-1001

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **Supply and delivery of machinery and equipment**  
Approved Budget for the Contract : **Php657,702.00**  
End-User / Implementing Office : **CITY ENGINEERING 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 12, 2019 Thursday, 9:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 Mayor's/Business Permit (2019);
- 2 PhilGEPs certificate (not expired on the time of opening of quotations);
- 3 Income/Business Tax Return (for FY 2018); and
- 4 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).

in a **SEALED LONG BROWN ENVELOPE** indicating **ONLY** the project title and address as indicated below:

Additional Instructions:

- 1 Affix the signature of your company representative on the sealed envelope flap.
- 2 Only the project name and address should be written / printed on the envelope.

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For any clarification you may contact us at 89884242 loc. 8505/8506.

**(Sgd.) ROWENA T. MACATAO**  
BAC-Goods Chairperson

**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 Office (CGSO) shall have the right to inspect and/or to test the goods and confirm their compliance to the technical specifications.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. After delivery and upon the submission of the required supporting documents, i.e. sales invoice and/or billing statement, by the contractor, the Quezon City Local Government shall make payment through check in favor of the contractor.
10. 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. CGSO 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.
11. 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:

<b>QUOTATION</b>							
<b>Summary of Approved Budget</b>				<b>Total offered Quotation</b>			
<b>Item Description</b>		<b>Qty</b>	<b>Unit of Measure (UOM)</b>	<i>(Inclusive of taxes and fees)</i>			
<b>(Technical Specifications)</b>				<b>Unit Cost</b>	<b>ABC Amount</b>	<b>Vendor's Unit Price</b>	<b>Vendor's Amount</b>
1	<b>Vacuum Cleaner-10L</b> Wet and Dry, 10L tank size, consumes 1400 watts, with accessories-diameter hose, extension tubes, nizzles, brushes, tools, a bag, a foam sleeve and a wall bracket	1	set	7,280.00	7,280.00		
2	<b>Floor Polisher- 13 inches diameter</b> 13 inches diameter, heavy duty, pad holder, floor scrubber machine with pad holder 1.5 hp 175 rpm, with complete accessories	2	set	36,855.00	73,710.00		
3	<b>Stand Fan</b> 16 inch blade, durable AS blade, 3 speed control system, 60 minute timer, oscillating function, stable round base, adjustable telescopic stand, thermal fuse protected motor	2	unit	2,146.00	4,292.00		
4	<b>Welding Unit (Gas Metal Arc Welding)</b> 500 Amp, 220V, AC Type, 50-60 C/S Frequency	1	unit	115,700.00	115,700.00		
5	<b>Pressure Washer (2HP)</b>	3	unit	14,600.00	43,800.00		
6	<b>Tire Changer</b> Motor Power: 1.1KW/Power Supply : 220V Tyre Diameter Max: 950mm Tyre Width Max: 331mm Outer Clamping Range: 9 inches- 21 inches Inner Clamping Range: 12 inches - 24 inches Air Supply: 8-10 Bar Bread Breaker Force: 2500kgs Noise Level: < 70db Packaging Size: 101 x 81x90 cm Weight: 172kgs	1	piece	81,600.00	81,600.00		
7	<b>Tire Vulcanizer</b> Vulcanizer Thermostatic Power: 500 watts Temperature: 145-165C Repair: 60 x 60 mm	2	unit	4,700.00	9,400.00		
8	<b>Air Compressor</b> Five Horse Power (5HP)	1	unit	132,000.00	132,000.00		
9	<b>Dual Electric Bench Grinder</b> with Grinding Stone and Steel Brush	1	piece	7,500.00	7,500.00		
10	<b>Portable Grinder (1/4 in to 1/2 in.)</b>	2	unit	21,490.00	42,980.00		
11	<b>Two Post Lifter</b> Two Post Lifter Lifting Capacity -10,000lbs Over all Height- 145 inches Over all Width- 133 inches Powered by 2HP motor	1	piece	119,940.00	119,940.00		
12	<b>Hydraulic Press (10 Tons)</b>	1	piece	19,500.00	19,500.00		
-----Nothing Follows-----				<b>TOTAL:</b>	<b>657,702.00</b>	<b>TOTAL:</b>	

**REMARKS:**

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Signature over printed name

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Office Telephone No./Fax/Mobile No.

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Date

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Email Address