



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 : November 28, 2019
RFQ No. : 19-W7-1039

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **Repair and maintenance of Fire protection Facility**
Approved Budget
for the Contract : **Php482,725.00**
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 3, 2019 Tuesday, 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:

QUOTATION						
Summary of Approved Budget			Total Offered Quotation			
Item Description (Technical Specifications)	Quantity	Unit of Measure (UOM)	(Inclusive of taxes and fees)			
			Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1 PROJECT SCOPE OF WORK A. INSPECTION 1. Check all alarm devices to make sure it is not damaged or inoperate 2. Illuminate all lams nd Light Emitting Diode (LED) on the fire alarm control panel 3. Check all manual stations, horns/speakers, ceiling speakers, strobe light, and smoke detectors for damage or obstruction 4. Check the fire evacuation system B. REPLACEMENT/REPAIR/CLEANING C. TESTING 1. Activate all devices on each initiating device circuit to confirm its proper operation (smoke detectors, manual stations) 2. Activate each notification device circuit and confirm proper operation of all audible and visual alarms (speakers/strobe) 3. Check and test all control unit function of the main control and alarmcontrol panel 4. Verify that the main fire alarm control panel accurately reports all alarm and trouble signal 5. Test all manual initiating devices (manual stations) 6. Test all automatic initiating devices (smoke detectors) 7. Test all notification devices (speakers/strobes) 8. Cleaning, testing and calibrating of smoke detectors 9. Issuance of Certificate of Testing for the proper and full						
II. COST OF DEVICES FOR REPLACEMENT						
Conventional Smoke Detectors Photoelectric Type	25	pc	4,250.00	106,250.00		
Conventional Type Manual Pull Station	8	pc	3,890.00	31,120.00		
Zone Addressable Module	18	pc	4,050.00	72,900.00		
# 16 TF Wire Stranded (White & Red)	4	roll	3,650.00	14,600.00		
Electrical Tape	25	pc	75.00	1,875.00		
G. I. Wire	3	roll	58.33	175.00		
Battery 12V DC, 7 AH	4	pc	1,750.00	7,000.00		
Materials Cost				233,920.00		
Installation/Testing/Commissioning				69,696.00		
Sub Total				303,616.00		
III. COST OF DEVICES FOR REPAIR/CLEANING						
Conventional Smoke Detectors Photoelectric Type	144	pc	385.00	55,440.00		
Fire Alarm Bell 6"	37	pc	385.00	14,245.00		
Conventional Manual Pull Station	37	pc	385.00	14,245.00		
Materials Cost				83,930.00		
Installation/Testing/Commissioning				25,179.00		
Sub Total				109,109.00		
Re-programming of Control Panel	1	lot	70,000.00	70,000.00		
				179,109.00		
-----Nothing Follows-----			TOTAL:	482,725.00	TOTAL:	
REMARKS:						

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address