



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
BAC- Goods and Services  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



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

Date : November 16, 2021  
PR No. : CGSD-21-SERVICES-  
793

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PREVENTIVE MAINTENANCE OF FIRE PROTECTION SYSTEM (FPS)**  
Approved budget of  
the Contract : **P 800,000.00**  
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 November 19, 2021 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 (2021);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00)
- 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:** **PREVENTIVE MAINTENANCE OF FIRE PROTECTION SYSTEM (FPS)**  
**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. 8506/8709.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-in-Charge / Head, BAC Secretariat

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**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
	<b>PREVENTIVE MAINTENANCE OF RIFE PROTECTION SYSTEM (FPS)</b>				
1	<p>The Scope of Work under this project aims to ensure attainment of the Project Objectives. The following are the minimum activities to be undertaken to pursue the aim.</p> <p>The scope of work for the preventive maintenance of Fire Protection System <b>at Civic Center Buildings A, B and C</b> shall include, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Conduct pre-inspection of all air conditioning units, all declared defective units should be validated defective by CGSD authorized representative.</li> <li>2. Check the general condition, general cleaning and conduction of preventive maintenance of the equipment such as Fire Alarm Control Panel (FACP or Main Panel), Modules, Annunciator Panel, Smoke Detectors, Pull Stations, Call Points, Alarm Bells, Horns, Batteries and all wiring connection.</li> <li>3. Check the general condition, general cleaning and conduction of preventive maintenance of the equipment such as Fire Pump, Jockey Pump, Pipe Fittings, Pressure Gauges, Valves, Fire sprinklers, Motor Control and Cistern Tank.</li> <li>4. Ensure that the equipment is working in standard operation.</li> <li>5. Test run and observe the cleaned unit.</li> <li>6. Replacement of minor parts to be found defective validated by an authorized representative of City General Services Department.</li> <li>7. General housekeeping after the completion of scope of work.</li> <li>8. Restoration of any damages found to be result during and after the completion of the scope of work.</li> <li>9. The contractor shall submit inventory report plotted in a floor plan indicating all information such as brand, serial numbers, model, type and location.</li> <li>10. The contractor shall submit service reports stating the status of all air conditioning units including their recommendations and quotations.</li> <li>11. Delivery of 5 units of brand-new smoke detectors, Spare glass cover of manual call points per building in consideration of the brands, type and model installed.</li> </ol>	lot	1		
<b>Total Quoted Amount:</b>					

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

Delivery Period : Thirty (30) calendar days  
Warranty : \_\_\_\_\_

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1.	Statement of Warranty – minimum of six (6) months

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address