



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : November 16, 2021
PR No. : CGSD-21-SERVICES-794

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

Project Title : **REPAIR OF PUMPS**

Approved budget of the Contract : **P 499,900.00**

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: **REPAIR OF PUMPS**

**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.


LATTY. 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 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
	REPAIR AND MAINTENANCE OF PUMPS				
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 Repair of Pumps at High Rise Building, Civic A & B, Civic E, DRRMO, Library, Multi-Level Parking Building. Eco-Trail shall include, but not limited to the following:</p> <ol style="list-style-type: none">1. Conduct pre-inspection of all mechanical equipment mentioned hereto, all all-additional defective spare parts should be validated defective by CGSD authorized representative.2. Replacement of defective following spare parts of water pumps servicing different buildings.3. Ensure that the equipment is working in standard operation.4. Test run and observe the repaired unit.5. General housekeeping after the completion of scope of work.6. Restoration of any damages found to be result during and after the completion of the scope of work.7. The contractor shall submit inventory report plotted in a floor plan indicating all information such as brand, serial numbers, model, type and location.8. The contractor shall submit service reports stating the status of all water pumps, fittings and surrounding environment including their recommendations and quotations.	lot	1		
Total Quoted Amount:					

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

Handwritten signature/initials in blue ink.

TERMS OF REFERENCE (TOR) REPAIR OF PUMPS

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain adequate and uninterrupted water supply of all buildings for the benefits of the officials, employees and transacting public within the Quezon City Hall Compound.

II. PROJECT OBJECTIVES

The project primary objective is to maintain standard and safe operation of pumps, reduce mechanical equipment downtime and continuous supply of water to different buildings.

III. PROJECT SCOPE OF WORK

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.

The scope of work for the Repair of Pumps at High Rise Building, Civic A & B, Civic E, DRRMO, Library, Multi-Level Parking Building, Eco-Trailshall include, but not limited to, the following:

1. Conduct pre-inspection of all mechanical equipment mentioned hereto, all all additional defective spare parts should be validated defective by CGSD authorized representative.
2. Replacement of defective following spare parts of water pumps servicing different buildings.

HIGH RISE BUILDING

Particulars	Materials	Qty	Unit
Transfer pump & Cistern Tank	MAC3 Float Switch 3 wires x 1.5m	2	Piece
Storage Tank East & West Wing	MAC3 Float Switch 3 wires x 1.5m	2	Piece
Submersible pump East & West Wing	MAC3 Float Switch 3 wires x 1.5m	4	Piece
Elevator pit West Wing	MAC3 Float Switch 3 wires x 1.5m	1	Piece
	Submersible Pump 1Hp with fittings	1	Set
Cistern Tank	Rubber Flange 6" with 8 holes	2	Piece

CIVIC CENTER BUILDING A AND B

Particulars	Materials	Qty	Unit
Transfer Pump	Simplex Water Pump	3	Set

**TERMS OF REFERENCE (TOR)
REPAIR OF PUMPS**

	Controller 15Hp		
	Electrode	2	Piece
Drainage Submersible Pump	Duplex Submersible Pump Controller 3Hp	1	Set
	MAC3 Float Switch 3 wires x 1.5m	2	Piece

CIVIC CENTER BUILDING E

Particulars	Materials	Qty	Unit
Transfer pump	Check Valve Swing Type 2"	1	Piece
	Check Valve Spring Type 2"	1	Piece
	Male Adaptor 2"	2	Piece

DRRMO BUILDING

Particulars	Materials	Qty	Unit
Transfer pump	Duplex Water Pump Controller 2Hp	1	Set
	MAC3 Float Switch 3 wires x 1.5m	2	Piece

LIBRARY BUILDING

Particulars	Materials	Qty	Unit
Booster Pump	Check Valve Spring Type 1 ½"	2	Piece
	Check Valve Vertical Type 1 ½" Brass	2	Piece
	Pressure Switch	1	Piece

MULTI-LEVEL PARKING BUILDING

Particulars	Materials	Qty	Unit
Water Pump	Rewinding and rebearing of motor	2	Unit

ECO-TRAIL

Particulars	Materials	Qty	Unit
Booster Pump	MAC3 Float Switch 3 wires x 1.5m	2	Piece
	Pressure Switch	1	Piece

3. Ensure that the equipment are working in standard operation.
4. Test run and observe the repaired unit.
5. General housekeeping after the completion of scope of work.
6. Restoration of any damages found to be result during and after the completion of the scope of work.

TERMS OF REFERENCE (TOR) REPAIR OF PUMPS

7. The contractor shall submit inventory report plotted in a floor plan indicating all information such as brand, serial numbers, model, type and location.
8. The contractor shall submit service reports stating the status of all water pumps, fittings and surrounding environment including their recommendations and quotations.

IV. PROJECT DURATION

The project has one (1) month duration upon issuance of the Purchase Order but shall be undertaken under the supervision of an authorized CGSD representative duly signed in the service reports.

V. WARRANTY

The contractor shall provide 6 months warranty of the repair of the spare parts. Any parts found defective unrelated to the repair indicated in this contract shall be quoted separately.

VI. BUDGET AND BASIS OF PAYMENT

The City Government has set on approved budget for the Contract of **FOUR HUNDRED NINETY NINE THOUSAND NINE HUNDRED PESOS ONLY (P 499,900.00)**.

One time payment upon completion of the scope of works.

VII. DELIVERY PERIOD

Thirty (30) days.

Submitted by:



E. B. BASS

Officer-in-Charge
City General Services Department