



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-795

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

Project Title : **REPAIR OF GRILLS AND DRAINAGE GRILLS**

Approved budget of the Contract : **P 997,705.00**

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 GRILLS AND DRAINAGE GRILLS**

**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 OF GRILLS AND DRAINAGE GRILLS | | | | |
| 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 grills and drainage grills at Multi-Level Parking Building, CTO Annex Building Quadrangle & Hallway and Covered Walk shall include, but not limited to, the following:</p> <ol style="list-style-type: none">1. Conduct pre-inspection of all areas with grills and drainage grills needed for repair and replacement, submit design to CGSD authorized representative for the approval of design. Design should be adequate to allow huge volume of rain water to travel to the main drainage while providing strength and safe design for the transacting public.2. Fabrication of grills and drainage grills for replacement to the existing damaged grills.3. Construction of grills platform using masonry if needed.4. Fabricated drainage grills should not impose tripping hazard to the transacting public and employees.5. Load testing of the fabricated grills.6. General housekeeping after the completion of scope of work.7. Smooth finishing of fabricated grills.8. Painting of primer of the fabricated grills with association of its color to its environment, to be duly approved by a CGSD authorized representative.9. Restoration of any damages that may occur during and after the completion of the scope of work. | 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