



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. : QCGH-21-  
APPLIANCES-602B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF AIRCOOLER AND OTHERS  
Approved budget of the Contract : Php 144,080.00  
End-User / Implementing Office : QUEZON CITY GENERAL HOSPITAL

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, 10:00 A.M. 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 ABC P500,000.00 above)
- 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 :** PROCUREMENT OF AIRCOOLER AND OTHERS

**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

**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 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
1	Air conditioner, window type 1 HP. Manual	Unit	8		
2	Vacuum Cleaner HEPA Filter (High-Efficiently Particular Air), Bagless / Easy Clean-Up / High-Performance Motor, 2000 Watts Max Power, 7.02kg weight, 32 x 39.5 x 48.5cm Dimension	Unit	1		
3	Air cooler 350 watts power for 55-60 sqm. Area, Heavy duty type 3-speed powerful airflow 7,000 cu.m/hr. With 3 sides cooling pad, 40 liters water tank capacity, Continuos water supply inlet, Auto shut-off water pump with low water alarm, With 1-8 hours timer, With remote controller, Automatic vertical louver, Floor standing with caster wheel 32 inches x 17 inches x 68.5 inches dimensions	Unit	1		
4	Food/utility carts stainless steel, 3 layers, load: 19 kg, L:19 kg, L:60 cm W:40cm, H:90 cm, with lockable castors	Unit	2		
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<b>Total Quoted Amount</b>					

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

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1. Statement Of Warranty: Minimum of One (1) Year	

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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