



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: January 31, 2022  
Project No: QCITDD-21-AAS-861C

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF 10 TR MOUNTED AIR-CONDITIONING UNITS**  
Approved Budget for the Contract : **Php954,212.00**  
End-User / Implementing Office : **INFORMATION TECHNOLOGY AND DEVELOPMENT 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 **February 04, 2022, 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 (2022);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 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 10 TR MOUNTED AIR-CONDITIONING UNITS**  
**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. 8505/8709.

**(sgd.) 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.
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
1	<p>10 TR FLOOR MOUNTED AIR-CONDITIONING UNITS                      Unit Specification: Cooling Capacity: 10 Tonner (TR);                      Type: Floor Mounted Type; Refrigerant: R410a;                      Power Supply: 230V / 3ph / 60Hz; Controller: Panel remote controller;                      Installation Inclusion: Standard Installation Cost; Standard 10 feet length per A/C system; Labor &amp; Supply of Installation Materials; Excess pipe charge; exceeded in standard 10ft installation cost; Labor &amp; Supply of excess installation materials;                      Automatic timer switch for aircon operation;                      Hauling of Aircon Equipment (Boom truck);                      Dismantling of existing 2 Aircon Units; Mobilization &amp; Demobilization</p> <p>Scope of Work                      1. Supply / Installation of Air-conditioning Units;                      2. Supply / Installation of Refrigerant copper pipes, rubber insulation (FCU to ACCU);                      3. Supply/Installation of circuit breaker w/ NEMA 3R (all ACCU)                      4. Supply / Installation of drain pipes for ACU condensate water within 10ft.                      5. Supply/ Installation of Inter Unit power supply wiring (FCU to ACCU);                      6. Supply/ Installation of control/ communication wiring (FCU to ACCU);                      7. Supply / Installation of all pipe hangers, pipe support &amp; steel; bracket (painted with epoxy primer);                      8. Delivery of Air-conditioning. Units, mobilization and demobilization;                      9. Provide HVAC technicians appropriate PPEs with TESDA NCII certificates;                      10. Provide supervision by a mechanical engineer;                      11. Provide chipping work which includes restoration of any structure affected during the installation activities;                      12. Provide testing and commissioning report for the aircon warranty;</p>	unit	2		

	13. Provide one (1) time Preventive Maintenance / General Cleaning within one (1) year; 14. Provide CARI-Project is insured from unpredictable acts of god & human error during the installation period.				
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	<b>Total Quoted Amount</b>				

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

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>
➤ Statement of Warranty: minimum of one (1) year

Delivery Period : **Fifteen (15) Calendar Days**

Warranty : \_\_\_\_\_

\_\_\_\_\_

Signature over printed name

\_\_\_\_\_

Office Telephone No./Fax/Mobile No.

\_\_\_\_\_

Date

\_\_\_\_\_

Email Address