



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 08, 2022

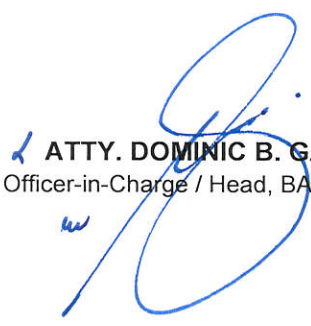
PROJECT NO. : CGSD-22-GRMS-1624

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : TRANSFER PUMPS AUTOMATION, REPAIR OF OVERHEAD TANK, AND RE-ALIGNMENT OF PUMP MOTOR SHAFT
Approved Budget of the Contract : P 500,000.00
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 11, 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; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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** issued by QC BAC- Goods and Services.


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>HIGH RISE BUILDING TRANSFER PUMPS AUTOMATION, REPAIR OF OVERHEAD TANK, AND RE-ALIGNMENT OF PUMP MOTOR SHAFT</p> <p><u>Scope of work:</u></p> <p>1. Conduct pre-inspection of all mechanical equipment mentioned hereto, all additional defective spare parts should be validated defective by CGSD authorized representative.</p> <p>2. Supply and installation of pump motor automation control with indicator lights.</p> <p>3. Supply and installation of automation accessories and wiring to the transfer pump.</p> <p>4. Supply and installation of automation accessories and wiring to the overhead water tank.</p> <p>5. Regreasing of pump motor shafting, accessories and fixtures.</p> <p>6. Re-alignment of pump motor shaft.</p> <p>7. Ensure that the equipment is working in standard operation.</p> <p>8. Testing and commissioning.</p> <p>9. Repair of tension rods of two (2) overhead tanks.</p> <p>10. Repair of overhead tank leaks if any.</p> <p>11. Repair and replacement of defective pipe fixtures if any.</p> <p>12. Fix all unstable pipes and fixtures if any.</p> <p>13. General housekeeping after the completion of scope of work.</p> <p>14. Restoration of any damages found to be result during and after the completion of the scope of work.</p>	1	lot		

	15.The contractor shall submit detailed accomplishment report.				
	16.The contractor shall submit service reports stating the status of all water pumps, fittings and surrounding environment including their recommendations and quotations.				
	with attached Terms of Reference (TOR) which will form an integral part of the Request for Quotation				
					TOTAL

Amount in Words: _____

OTHER REQUIREMENTS:

1. **Organizational Structure**
2. **List of manpower requirement**
3. **Notarized Affidavit of Undertaking stating the following:**
 - The service provider should have at least one (1) year actual experience in pump installation, repair and maintenance.
 - The Contractor shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the repair, automation and re-alignment.
 - All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Master Plumber or Mechanical Engineer whom are required to provide Certificate of Registration and License.
4. **Statement of Warranty:** The contractor shall provide six (6) months warranty of the motor control, repair of overhead tank and workmanship of re-alignment of transfer pump motor shaft. Any parts found defective unrelated to the repair indicated in this contract shall be quoted separately.

Delivery Period : Until December 31, 2022

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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COST DERIVATION SHEET

PROJECT NAME: TRANSFER PUMPS AUTOMATION, REPAIR OF OVERHEAD TANK, AND RE-ALIGNMENT OF PUMP MOTOR SHAFT

PROJECT NO. CGSD-22-GRMS-1624

	ITEM DESCRIPTION/ SPECIFICATION	UNIT	QTY	UNIT COST	TOTAL COST
1	Supply and installation of pump motor automation control with indicator lights in one metal enclosure	set	2		
2	Supply and installation of automation accessories and wiring to the transfer pump	set	2		
3	Supply and installation of automation accessories and wiring to the overhead water tank	set	2		
4	Regreasing of pump motor shafting, accessories and fixtures	set	2		
5	Re-alignment of pump motor shaft	set	2		
6	Ensure that the equipment is working in standard operation.	set	2		
7	Troubleshooting, calibration, testing and commissioning				
8	Repair of tension rods of two (2) overhead tanks.	unit	2		
9	Repair of overhead tank leaks if any	unit	2		
10	Repair and replacement of defective pipe fixtures if any	lot	1		
	Fix all unstable pipes and fixtures if any	lot	1		

TOTAL P _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

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TERMS OF REFERENCE (TOR)

HIGH RISE BUILDING TRANSFER PUMPS AUTOMATION, REPAIR OF OVERHEAD TANK AND RE-ALIGNMENT OF PUMP MOTOR SHAFT

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain adequate, efficient 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 and automatic continuous supply of water to High Rise Building without the supervision of the technicians to reduce mechanical equipment downtime.

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 High Rise Building Transfer Pumps Automation and Re-alignment of Pump Motor Shaft shall include, but not limited to, the following:

1. Conduct pre-inspection of all mechanical equipment mentioned hereto, all additional defective spare parts should be validated defective by CGSD authorized representative.
2. Supply and installation of pump motor automation control with indicator lights.
3. Supply and installation of automation accessories and wiring to the transfer pump.
4. Supply and installation of automation accessories and wiring to the overhead water tank.
5. Regreasing of pump motor shafting, accessories and fixtures.
6. Re-alignment of pump motor shaft.
7. Ensure that the equipment is working in standard operation.
8. Testing and commissioning.
9. Repair of tension rods of two (2) overhead tanks.
10. Repair of overhead tank leaks if any.
11. Repair and replacement of defective pipe fixtures if any.
12. Fix all unstable pipes and fixtures if any.

13. General housekeeping after the completion of scope of work.
14. Restoration of any damages found to be result during and after the completion of the scope of work.
15. The contractor shall submit detailed accomplishment report
16. The contractor shall submit service reports stating the status of all water pumps, fittings and surrounding environment including their recommendations and quotations.

IV. AREA OF COVERAGE

The Pump Automation and Re-alignment of Pump Motor Shaft is located at High Rise Building Pump House at Ground floor, beside Legislative Building. Repair of Overhead Tank is located at deck of High Rise Building.

V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

❖ Track record

- The service provider should have at least one (1) year actual experience in pump installation, repair and maintenance.

❖ Organization

- The Contractor should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.

❖ Manpower

- The Contractor shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the repair, automation and re-alignment.

All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Master Plumber or Mechanical Engineer whom are required to provide Certificate of Registration and License.

VI. WARRANTY

The contractor shall provide 6 months warranty of the motor control, repair of overhead tank and workmanship of re-alignment of transfer pump motor shaft. Any parts found defective unrelated to the repair indicated in this contract shall be quoted separately.

VI. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of Five Hundred Thousand Pesos Only (P 5,000,000.00).

❖ No Price Adjustment

- ❖ The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations cost are increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VII. BASIS OF PAYMENT

One time payment upon completion of the scope of works.

VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

IX. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into a contract pursuant to RA 9184 and its IRR.

X. DELIVERY PERIOD

Upon issuance of Notice to Proceed until December 31, 2022.

Prepared by:

JERRICK D. GAYETA

Acting Chief, BGMD

Noted:

FE B. BASS

Officer-In-Charge

City General Services Department