



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 22, 2022

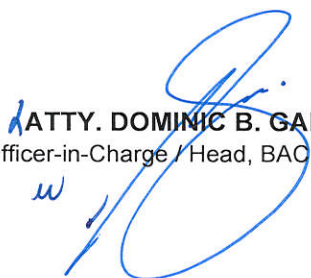
PROJECT NO. : CGSD-22-GRMS-1715

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : SUPPLY AND INSTALLATION OF ELEVATOR SPARE PARTS INSTALLED AT
Approved Budget of : QUEZON CITY HALL BUILDINGS/COMPOUND
the Contract : P 215,600.00
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 25, 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
	SUPPLY AND INSTALLATION OF ELEVATOR SPARE PARTS				
1	COP Board Model: FR2000-CZB-V10 Voltage: DC12V, DC24V; Power: 50w	unit	1		
2	Door Motor Model: YVP90-6 Voltage: 220V; Power: 70w Rated Frequency: 50 Three-phase asynchronous motor	unit	2		
	(with attached Terms of Reference (TOR) which will form an integral part of this Request for Quotation)				
TOTAL					

OTHER REQUIREMENTS:

- 1) **Statement of Warranty:**
 - Three (3) months on labor performed
 - Three (3) months warranty upon installation for the spare parts supplied
- 2) **Certification** from the manufacturer/supplier that the elevators supplies and spare parts to be delivered are genuine
- 3) **Organizational structure**
- 4) **Manpower/ list of personnel**
- 5) **Notarized Affidavit of Undertaking** stating that:
 - The service provider must have at least three (3) years actual experience in preventive maintenance, repair, or installation of elevator.
 - The contractor shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the repair or installation of the enrolled units.

Delivery Period: Until December 31, 2022
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

W



TERMS OF REFERENCE (TOR)

SUPPLY AND INSTALLATION OF ELEVATOR SPARE PARTS INSTALLED AT QUEZON CITY HALL BUILDINGS / COMPOUND

I. RATIONALE AND BACKGROUND

It is the general policy of the city government of Quezon City to enhance and to preserve the value of its property as well as to give priority to the safety of its occupant/ end users through the application of proper maintenance services for its facilities. As owner of various properties/ government buildings, it is desirous of hiring the services of duly qualified and competent elevator maintenance service providers for its properties with duties and functions here in after subject upon the terms and condition.

The city government of Quezon City owns a property known as Quezon City Hall Complex-Variou buildings, which needs maintenance services including repairs for its elevator facilities.

II. PROJECT DESCRIPTION

Provision of elevator maintenance technicians under its supervision, including cleaning, repair and replacement of all spare parts and elevator components, consumables, etc. required to undertake a full comprehensive maintenance.

III. PROJECT SCOPE OF WORK

- Supply and Installation of the following spare parts;
 1. COP Board (FR2000-CZB-V10)
 2. Door Motor
- Testing and Commissioning
- The contractor must offer the same brand of parts/equipment and provide a certificate of genuineness and exclusivity.

IV. AREA OF COVERAGE

The Supply Installation and Replacement of Spare parts of elevator units located at Quezon City Civic Center Building C, Civic Center E and Civic Center Building D.

V. PROJECT STANDARDS & REQUIREMENTS

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

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❖ Track record

- The service provider should have at least three (3) years actual experience in preventive maintenance, repair or installation of elevator.

❖ 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 or installation of the enrolled units.
- All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Mechanical Engineer whom are required to provide Certificate of Registration and License.

VI. PROJECT DURATION

Thirty (30) calendar days upon issuance of Notice to Proceed.

VII. WARRANTY

- Warranty is meant to express the integrity of the labor and material supplied under normal use of the equipment to be free from defects. Damage due to normal wear and tear is not covered by warranty. Moreover, consequent damages due to operational cause or natural events beyond control of man are not warrantable.
- The Contractor shall give three (3) months warranty on labor performed.
- Spare parts supplied by the contractor shall carry a three (3) months limited warranty from the time of installation.
- Warranty repairs do not extend any further life to the supplier's basic warranty terms and conditions of the equipment.
- Warranty repair cost is limited only to the cost of supplied items to bring the equipment in operation prior to the warranty repair.

VIII. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of Two Hundred Fifteen Thousand Six Hundred Pesos /100 Pesos Only (215,600.00).

❖ 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).

IX. BASIS OF PAYMENT

One-time payment upon completion of the Scope of Work.

X. 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.

XI. 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.

PREPARED BY:


JERRICK D. GAYETA
Acting Chief, BGMD

NOTED:


FE B. BASS
Officer-In-Charge
City General Services Department

TOR ELEVATOR SPARE PARTS 101122