



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT – SECTION 53.9

DATE : November 08, 2022

PROJECT NO. : CGSD(QCPL)-22-AMS-1660

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RM-AIRCONDITIONING UNITS OF BRANCH LIBRARIES
Approved Budget of the Contract : P 340,000.00
End-User / Implementing Office : CITY GENERAL SERVICES DEPARTMENT (QUEZON CITY PUBLIC LIBRARY)

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
	REPAIR AND MAINTENANCE OF AIRCONDITIONING UNITS				
	SCOPE OF WORKS:				
	DISTRICT I - BRANCH LIBRARIES				
	Project 8				
1	Air-conditioning Window Type Unit	unit	3		
	• Replacement of Brand New Compressor				
	Others: Flushing of system with 141-B and Nitrogen gas, replacement of filter Drier, vacuum and dehydration of system; and recharging of R-22				
	• General Cleaning	unit	3		
	Project 7				
2	Air-conditioning Window Type Unit				
	• General Cleaning	unit	2		
	DISTRICT II - BRANCH LIBRARIES				
	Payatas Lupang Pangako				
3	Air-conditioning Window Type Unit				
	• General Cleaning	unit	3		
	Air-conditioning Split type wall mounted unit				
	• Leak Repair	unit	1		
	Others: Flushing of system with 141B and Nitrogen gas, vacuum and dehydration of system; and recharging of 410-A Refrigerant				
	• General Cleaning	unit	1		
	DISTRICT III - BRANCH LIBRARY				
	Greater Project 4				
4	Air-conditioning Window Type Unit				
	• General Cleaning	unit	2		
	Escopa III				
5	Air-conditioning Window Type Unit				
	• General Cleaning	unit	2		
	DISTRICT IV - BRANCH LIBRARIES				
	Cubao				
6	Air-conditioning Window Type Unit				
	• General Cleaning	unit	3		
	Krus na Ligas				
7	Air-conditioning Window Type Unit				
	• Aircon Refrigeration (recharging of R-22)	unit	1		
	• General Cleaning	unit	1		

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	San Isidro Galas				
8	Air-conditioning Window Type Unit				
	• General Cleaning	unit	2		
	Roxas				
9	Air-conditioning Window Type Unit				
	• General Cleaning	unit	2		
	DISTRICT V - BRANCH LIBRARY				
	Lagro				
10	Air-conditioning Window Type Unit				
	• General Cleaning	unit	1		
	Air-conditioning Split type floor mounted unit				
	• Replacement of Brand New Compressor	unit	2		
	Others: Re-piping and copper tubing of defective Compressor 3TR, flushing of system with 141-B and Nitrogen gas, replacement of filter Drier, vacuum and dehydration of system; and recharging of R-22				
	• General Cleaning	unit	2		
	DISTRICT VI - BRANCH LIBRARY				
	Pasong Tamo				
11	Air-conditioning Window Type Unit				
	• General Cleaning	unit	2		
TOTAL					

Delivery Period: THIRTY (30) CALENDAR DAYS

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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