



**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1**

DATE : \_\_\_\_\_

PROJECT NO. : **CGSD-23-SERVICES-0049**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **OPERATION AND PREVENTIVE MAINTENANCE SERVICE OF THE QUEZON CITY  
HALL LAGOON FOUNTAIN**  
Approved Budget of  
the Contract : **Php 484,000.00**  
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 \_\_\_\_\_ 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 (2023);
- 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.**

**(Sgd.) MA. MARGARITA T. SANTOS**  
Chairperson, BAC- Goods and Services

**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
	OPERATION AND PREVENTIVE MAINTENANCE SERVICE OF THE QUEZON CITY HALL LAGOON FOUNTAIN				
1	<b>Fountain Nozzles, Filter System, and Valves</b> -Cleaning of fountain nozzles, filters, and valves -Adjustment and calibration to maintain the desired water effects -Supply and replacement of minor spare parts whenever needed.	month	10		
2	<b>Pump and Motor</b> -Cleaning of pumps, shaft, and fixtures -Check integrity of motor and pump in electrical aspects -Check integrity of motor and pump in mechanical aspects -Adjustment and calibration of pump and motor to maintain the standard operations -Minor repair of pumps and motor whenever needed	month	10		
3	<b>Control and Wiring</b> -Cleaning of control boards, magnetic switches, circuit breakers, terminals, control wiring and other electronic devices -Retightening of all screws and terminals -Adjustment and calibration to maintain the standard operations -Repair and replacement of spare parts whenever needed	month	10		
4	<b>Lamps</b> -Cleaning of lamps externally and internally if needed -Checking of integrity of lamps and wiring incorporated -Replacement of busted bulbs if any -Minor repairs of lamps and accessories whenever needed	month	10		

5	<b>Lagoon Area</b> -Cleaning of lagoon water perimeter to make sure no foreign materials can be seen -Treatment of lagoon water	month	10		
6	<b>Fountain Operation</b> -A fountain operator shall be present whenever the fountain is required to operate with no additional cost to the City -Coordination with City General Services Department for the operation time	month	10		
	<i>(With attached Terms of Reference (TOR) which will form an integral part of this bidding document)</i>				
				<b>TOTAL</b>	

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

Delivery Period : Until December 31, 2023

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

**OTHER REQUIREMENTS:**

1. **Statement of Warranty: Minimum of three (3) months for the spare parts and repair services rendered.**
2. **Organizational structure**
3. **List of manpower requirement**
4. **Notarized Affidavit of Undertaking stating the following:**
  - The service provider should have at least three (3) years actual experience in Preventive Maintenance, Repair or Installation of Fountain Pumps.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address