



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 : February 14, 2023  
PR No. : PDAD-23-GRMS-0170B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : MAINTENANCE OF BOY SCOUT ROTUNDA FOUNTAIN  
Approved budget of  
the Contract : Php 400,000.00  
End-User /  
Implementing Office : PARKS DEVELOPMENT AND ADMINISTRATION 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 17, 2023, 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 (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **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 in black ink only.
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 initiated 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
	<b>MAINTENANCE OF BOY SCOUT ROTUNDA FOUNTAIN</b>				
1	<u>Scope of Work:</u> <ul style="list-style-type: none"><li>➤ Fountain Nozzles, Filter System and Valves<ul style="list-style-type: none"><li>a) Filter Systems and valves are to be serviced whenever needed to maintain the desired water effects.</li><li>b) Adjustment and calibration of fountain nozzles whenever needed.</li><li>c) Supply and replacements of parts whenever needed.</li></ul></li><li>➤ Pump Maintenance<ul style="list-style-type: none"><li>a) Checking of electrical and mechanical condition of the fountain pumps.</li><li>b) Repair and rehabilitation of pumps whenever needed.</li><li>c) Supply and replacement of parts whenever needed.</li></ul></li><li>➤ Maintenance on Control System<ul style="list-style-type: none"><li>a) Programmed Fountain Control are all checked that they are in good working condition.</li><li>b) Magnetic switches, circuit breakers and automation electronics are to be checked as often as needed for loosened terminal and worn-out parts to minimize down time.</li><li>c) Supply and replacements of parts whenever needed.</li></ul></li><li>➤ Lamp Maintenance<ul style="list-style-type: none"><li>a) Checking lighting controls, fountain lamp components replacements and installation of busted components on the need basis.</li><li>b) Supply and replacements of parts whenever needed.</li></ul></li><li>➤ Inspection and Cleaning<ul style="list-style-type: none"><li>a) General inspection that all water features are operating per desired performance.</li><li>b) Draining and cleaning fountain pool whenever needed, including water treatment.</li></ul></li><li>➤ Training and Technical Assistance<ul style="list-style-type: none"><li>a) A fountain operator will be trained and given technical assistance whenever needed.</li></ul></li></ul>	LOT	1		
<b>Total Quoted Amount</b>					

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

Other Requirements:	
•	List of Manpower Requirement
•	Statement of Warranty (Until December 31, 2023).

Delivery Period : Until December 31, 2023

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

hpt