



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : November 14, 2023

PROJECT NO. : OCM-22-FIXTURES-1175

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE  
AND OTHER WORKS FOR THE QC PRESS OFFICE  
Approved Budget of  
the Contract : Php823,151.00  
End-User /  
Implementing Office : OFFICE OF THE CITY MAYOR

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 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 the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (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, DPA**  
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
	<i>With minimum technical specifications:</i>				
1	<b>Drywall Partition (painted finish both sides)</b> <ul style="list-style-type: none"><li>• ¼ inch Hardiflex board - double wall (6 inches thickness) on metal studs and tracks, with painted finish on both sides.</li></ul>	m²	47		
2	<b>Roller Shade Blinds</b> <ul style="list-style-type: none"><li>• Indoor Sunscreen Fabric, with Aluminum Framing.</li></ul>	m²	10		
3	<b>Panel Type Door, Single leaf (D3)</b> <ul style="list-style-type: none"><li>• 0.80m x 2.10m height including 2 inches x 4 inches solid wood door jamb with (1 inch x 3 inches) door casing, duco paint finish, half glass with frosted glass film with complete hardware and accessories.</li></ul>	set	2		
4	<b>Staff Chair (4)</b> <ul style="list-style-type: none"><li>• Fabric type, mid-back with armrest, gas lift with 5 - pronged star base legs.</li></ul>	piece	15		
5	<b>Steel Lateral Filing Cabinet - 3 drawers (24)</b> <ul style="list-style-type: none"><li>• Gauge 22, Size: 90cm (W) x 45cm (D) x 106cm (H)</li></ul>	piece	3		
6	<b>Other works</b> <b>Site and Architectural Works</b> Site works including removal and relocation of existing glass wall and door, and demolition and hauling of materials Floor finishes: re-tiling of 800 x 800 porcelain tiles Full-height built in cabinet <ul style="list-style-type: none"><li>• Repair and repainting of existing tables including lock sets and handles.</li></ul>	lot	1		
7	<b>Electrical Works</b> <b>Roughing-ins</b> <ul style="list-style-type: none"><li>- 5 pieces, ½ inch Ø x 3m PVC Pipe</li><li>- 20 pieces, ½ inch Ø x PVC Adaptor</li><li>- 20 pieces, ½ inch Ø x PVC Locknut</li></ul>	lot	1		

	<ul style="list-style-type: none"> <li>- 10 pieces, 2 inches x 4 inches Utility Box</li> <li>- 1 piece, 4 inches x 4 inches Junction Box with cover</li> <li>- 5 pieces, ½ inch x ½ inch x 8 feet Metal Moulding</li> </ul> <p><b>Wires</b></p> <ul style="list-style-type: none"> <li>- 24 lm, 2.0mm² THW Copper Wire</li> <li>- 48 lm, 3.5mm² THHN Copper Wire</li> </ul> <p><b>Wiring Devices &amp; Lighting Fixtures</b></p> <ul style="list-style-type: none"> <li>- 10 pieces, Duplex C.O. with ground</li> </ul> <p><b>Miscellaneous &amp; Consumables</b></p> <ul style="list-style-type: none"> <li>- 1 can, 400cc PVC Solvent Cement</li> <li>- 1 piece, Hacksaw Blade</li> <li>• - 3 rolls, Electrical Tape</li> </ul>				
8	<p><b>Auxiliary Works</b></p> <p><b>Roughing-ins</b></p> <ul style="list-style-type: none"> <li>- 1 piece, ¾ inch Ø 3m PVC Pipe</li> <li>- 5 pieces, ¾ inch Ø PVC Adaptor</li> <li>- 5 pieces, ¾ inch Ø PVC Locknut</li> <li>- 1 piece, 4 inches x 4 inches PVC Octagonal Box with cover</li> <li>- 1 piece, 2 inches x 4 inches PVC Utility Box</li> <li>- 8 pieces, 1 inch x 1 inch x 8 feet Wire Way with cover, Powder-coated</li> <li>- 13 pieces, 2 inches x 4 inches x 8 feet Wire Way with cover, Powder-coated</li> <li>- 21 pieces, Threaded Rod, ½ inch Ø x 4 feet</li> <li>- 21 pieces, Expansion Bolt 3/8 inch dia. x 2 ½ inches</li> <li>- 1 piece, 1 inch x 3/16 inch x 20 feet Flat Bar</li> <li>- 1 piece, 1 inch x 1 inch x 1/8 inch x 20 feet Angle Bar</li> </ul> <p><b>Wires &amp; Cables</b></p> <ul style="list-style-type: none"> <li>- 5 rolls, UTP Cable Cat 6, 4 - pairs</li> <li>- 6 lm, Fiber Optic Cable, 4 - Strand Multimode, Indoor/Outdoor</li> </ul> <p><b>Devices, Equipment &amp; Enclosures</b></p> <ul style="list-style-type: none"> <li>- 6 pieces, Universal Data Outlet, Simplex (1-Device)</li> <li>- 2 pieces, Universal Data Outlet, Duplex (2-Device)</li> <li>- 4 pieces, Universal Voice and Data Outlet, Duplex (2-Device)</li> <li>- 1 assy, QC PRESS Panel and switch at IDF3 <ul style="list-style-type: none"> <li>1-CAT6 Standard-Density Feed-Thru Patch Panel, 24- port (2U)</li> <li>1- 20- port UTP + 4- port FTP 10/100/1000 Network Switch (2U)</li> </ul> </li> <li>- 1 assy, 25 pairs S110 Terminal Block at TTC3</li> </ul> <p><b>Miscellaneous and Consumables</b></p> <ul style="list-style-type: none"> <li>- 1 assy, Pullbox, 300mm x 300mm x 250mm</li> </ul>	lot	1		

	<div>- 2 pieces, Hacksaw Blade</div> <div>- 1 box, Assorted Tox with Screw</div> <div>- 1 kg, Assorted Concrete Nails</div> <div>- 1 roll, Rubber Tape</div> <div>- 2 rolls, Masking tape</div> <div>- 5 pieces, Rugs/Used Cloth</div> <div>- 1 roll, Electrical tape</div> <div>- 2 kgs, GI Tie Wire</div> <div>- 2 pieces, 1 inch x 1 inch uPVC Moulding</div> <div>- 3 pieces, 2 inches x 2 inches uPVC Moulding</div> <div>- 25 lm, ¾ inch Ø Mica Tube</div> <div>- 2 pieces Cable Trays and Terminal Cabinets Ground Strap, 3m</div> <div>• Testing and Commissioning</div>				
TOTAL					

Amount in Words:

Delivery Period : **Ninety (90) Calendar Days**

Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address