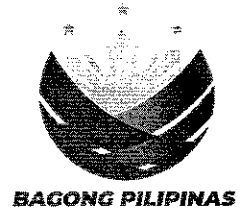




Republika ng Pilipinas
Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : JULY 30, 2024
Project
No. : QCU-24-AMS-1251

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : REPAIR OF AIRCONDITIONING UNITS AT QCU AUDITORIUM (PARTS AND LABOR)
Approved Budget of
the Contract : P 167,895.00
End-User /
Implementing Office : QUEZON CITY UNIVERSITY

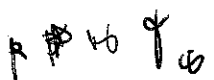
Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **AUGUST 02, 2024, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.


LATTY. DOMINIC B. GARCIA
Officer-In-Charge/Head, BAC Secretariat



TERMS AND CONDITIONS

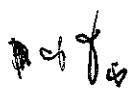
1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
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
1	Repair of Airconditioning Units at QCU Auditorium (Parts and Labor) mitsubishi Ceiling Concealed Ducted Type - Indoor Unit a. Supply and Installation of Printed Circuit Board (IPM) b. Complete System Re-Process and Leaktesting Scope of Work: <ol style="list-style-type: none"> 1. Mobilization 2. Supply and Installation of Printed Circuit Board (IPM) 3. Leaktest using Nitrogen 4. Flushing the system using Nitrogen 5. Vacuuming/Dehydrating the system 6. Recharging of required Refrigerant 7. Testing and gathering datas Terms of Reference: <ol style="list-style-type: none"> 1) Warranty: 3 months on parts and 30 days workmanship 2) The payment for the services rendered shall be a one-time payment upon completion of the repair services and submission of Service Report, subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations. 3) Failure to deliver the services according to the standards and requirements set by the City Government shall constitute an offense and shall subject the Contractor/Service provider to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations. 4) The guidelines contained in RA 9184 and its revised implementing rules and regulations shall be followed in the termination of any service contract. In the event the City Government terminated the contract due to default, insolvency, or for any cause, it may enter into negotiated procurement pursuant to Section 53(d) of RA 9184 and its IRR. 	lot	1		
Total Quoted Amount					

Amount in Words: _____

OTHER REQUIREMENTS:
1) Statement of Warranty with project number and project title – three (3) months on parts and thirty (30) days workmanship

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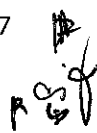
Delivery Period : Fifteen (15) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



Cost Derivation

PROJECT NO. QCU-24-AMS-1251

PROJECT TITLE: REPAIR OF AIRCONDITIONING UNITS AT QCU AUDITORIUM
(PARTS AND LABOR)

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Supply and Installation of Printed Circuit Board (IPM)	lot	1		
2	Complete System Re-Process and Leaktesting	lot	1		
GRAND TOTAL:					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Request for Quotation for and behalf of: _____

Handwritten signature