



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 : AUGUST 27, 2024
Project
No. : CPO-24-AMS-1120

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : REPAIR AND MAINTENANCE OF AIRCONDITIONING UNITS
Approved Budget of
the Contract : P 90,000.00
End-User /
Implementing Office : CITY PROSECUTOR'S OFFICE

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 30, 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.


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
1	Repair and Maintenance of Air Conditioning Units Brand: KOLIN Model: KLG-SF40-5G1M-I 10 Unit of 3TR Floor Mounted Air Conditioning Units Scope of Work: Cleaning and washing of indoor units Cleaning and washing of outdoor units Check leak Semi-annual maintenance (x2)	lot	1		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

OTHER REQUIREMENT/S:
1) Statement of Warranty with Project Number and Project Title - minimum of six (6) months.

HPG

Cost Derivation

PROJECT NAME: REPAIR AND MAINTENANCE OF
AIR CONDITIONING UNITS
PROJECT NO. CPO-24-AMS-1120

ITEM NO.	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Repair and Maintenance of Air Conditioning Units 3TR Aircon Stand Split Type Cleaning and Maintenance for Two (2) Semi Annual	unit	10		
TOTAL QUOTED AMOUNT:					

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Quote for and behalf of: _____

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