



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



BAGONG PILIPINAS

REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : AUGUST 01, 2024 ✓

PROJECT NO. : CPO-24-GRMS-0886B ✓

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : REPAIR AND MAINTENANCE OF ELEVATOR  
Approved Budget of the Contract : Php826,223.60 ✓  
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 06, 2024, 10:00 AM** 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.**

  
MA MARGARITA S. MEJIA, 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
1	Repair and Maintenance of Elevator Brand: YASKAWA Model: H1000 Elevator Parts Replacement: 320 meters, Wire Ropes (150m x 12mm x 2 units) 2 units, Cross Flow Fan 6 pieces, Push Button 48 liters, Gear Oil 2 lots, Labor, Testing and Commissioning.	lot	1		
TOTAL					

Amount in Words:

Other Requirement/s:
<ul style="list-style-type: none"><li>• Statement of Warranty with project number and project title – Minimum of Six (6) Months.</li><li>• Certification from the manufacturer/supplier that the elevators’ supplies and spare parts to be delivered are genuine, with project number and project title</li></ul>

Delivery Period : Thirty (30) Calendar Days  
Warranty :

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

COST DERIVATION

PROJECT NAME: REPAIR AND MAINTENANCE OF ELEVATOR

PROJECT NO. CPO-24-GRMS-0886B

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	Repair and Maintenance of Elevator Brand: YASKAWA Model: H1000				
1	Wire Ropes (150m x 12mm x 2 units)	meter	320		
2	Cross Flow Fan	unit	2		
3	Push Button	piece	6		
4	Gear Oil	liter	48		
5	Labor, Testing and Commissioning	lot	2		
TOTAL QUOTED AMOUNT					

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_