



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 PROCUREMENT  
SECTION 35.1

DATE : JUNE 05, 2025

PROJECT NO. : CAD-25-SERVICES-0214B

Name of Company :  
Address :  
Contact No. :  
Project Title : LINE 1: CONDUCT OF GEOTECHNICAL INVESTIGATION FOR THE PROPOSED  
CONSTRUCTION OF THREE (3) STOREY MULTI-PURPOSE BUILDING (OFFICES)  
AT VILLA VERDE SUBDIVISION AT BARANGAY STA. MONICA  
Approved Budget of  
the Contract : Php100,000.00  
End-User /  
Implementing Office : CITY ARCHITECT 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 \_  
**JUNE 10, 2025, 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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



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QCG.PD.TSD.F.07

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	<p><b>Scope of Service</b></p> <p>In hiring the services for the conduct of geotechnical investigations, the participating contractor, upon presentation of its credentials and experiences in the field and upon acceptance by the City, shall perform the scope of work as follows:</p> <p>a. Drilling of boreholes at specified sites</p> <p>b. Laboratory testing</p> <ul style="list-style-type: none"><li>➤ Grain size analysis</li><li>➤ Determination of moisture content</li><li>➤ Attenberg limit test</li><li>➤ Soil classification test</li><li>➤ Unconfined compression test</li><li>➤ Rock quality designation test</li></ul> <p>c. Evaluation of test result</p> <ul style="list-style-type: none"><li>➤ Settlement</li><li>➤ Liquefaction and Seismic design content</li><li>➤ Shallow foundation</li></ul> <p>d. Recommendation for foundation design</p> <p>e. Preparation and submission to the City of the Geotechnical Investigation Report</p> <p>***with attached Terms of Reference which will form an integral part of this Request for Quotation***</p>	borehole	2		
TOTAL					

Amount in Words:

Delivery Period : Twenty (20) Calendar Days

Warranty :



2

OTHER REQUIREMENT/S:

- List of Manpower Requirements with project number and project title

The Bidder is required to submit a copy of resume / curriculum vitae of their technical personnel / engineers highlighting relevant trainings/experiences to ensure proper and efficient implementation of the program. This submission should also include a copy of their PRC license and/or Certificate of Trainings related to geotechnical investigation.

Quantity	Position	Requirements
1	Geotechnical Engineer	<ul style="list-style-type: none"><li>Registered/Licensed Civil Engineer with specialization in the field of geotechnical engineering</li><li>At least 5-year experience on geotechnical investigation</li></ul>
1	Drilling Rig Operator	<ul style="list-style-type: none"><li>At least 5-year experience on geotechnical investigation</li></ul>
1	Drilling Rig Crew	<ul style="list-style-type: none"><li>At least 5-year experience on geotechnical investigation</li></ul>

- List of Equipment with project number and project title.
- Organizational Chart with project number and project title.
- Notarized Affidavit of Exclusivity (with project number and project title) stating that the key personnel to be assigned and equipment to be used shall be exclusively used for the project.

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

