



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 21-0011

CANVASS PERIOD: 02 to 07 June 2021

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **One (1) Lot General Office Repair**.

Attached is Purchase Request No. 21-0011 with an Approved Budget for the Contract (ABC) of Three Hundred Eighty-Nine Thousand Pesos Only (PHP 389,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of <i>ONE (1) LOT GENERAL OFFICE REPAIR</i>

The submission must likewise contain the following documentary requirements:

1. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;

2. PhilGEPS Certificate of Registration or Registration Number;

3. Notarized Omnibus Sworn Statement (Please see attached template); and

4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Notarized Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider; and, a.2.) Securities and Exchange Commission (SEC) Certificate.
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself
c.) A Partnership	c.1.) SEC Registration of partnership and notarized resolution conferring authority for representative to transact on behalf of the same

Failure to submit **ALL** of the required documents with the **Signed Quotation Form** **before the deadline on 07 June 2021, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: procurement@gcq.gov.ph

Thank you



QUOTATION FORM

INSTRUCTIONS

- 1.) Accomplish this Quotation Form Correctly and Accurately
- 2.) Do not alter the contents of this form in any way.
- 3.) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4.) Failure to follow these instructions will disqualify your entire quotation.
- 5.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the items as follows:

ONE (1) LOT GENERAL OFFICE REPAIR (PERIOD OF CANVASS: 02 TO 07 JUNE 2021)			
Technical Specifications	Yes	No	Comments
a. DISMANTLING OF 2 UNITS SPLIT TYPE AIRCON			
SCOPE OF WORK:			
1. Removal of 2 units split type aircon including piping system			
2. Restoration of the acoustic ceiling board			
b. REPAIR OF 2 UNITS KOPPEL SPLIT TYPE AIRCON LOCATED AT CGO-A DIRECTOR'S ROOM AND LEGAL'S ROOM			
SCOPE OF WORK:			
1. System repair of the 2 units aircon			
2. Replacement of compressor unit			
3. Rewinding of condenser fan motor			
4. Charging of the unit with refrigerant			

c. IMPROVEMENT OF CONDENSATE DRAINAGE SYSTEM AND REPAIR LEAK AT THE CGO-A DIVISION CHIEF AND ICTG'S AREA			
SCOPE OF WORK:			
1. Tracing of the condensate drainline to locate the leaking pipe			
2. Isolation of the drainage system with the aircon units			
3. Removal and replace of damage piping line including insulation			
4. Improvement on the slope of the drain line			
5. Flushing of the drain line			
6. Testing and commissioning			
d. REPAIR OF THE CENTRALIZED AIR HANDLING UNITS (AHL) DUCTING SUPPLYING THE DIRECTOR'S OFFICES AND ICTG AREA NEAR THE DATA CENTER			
SCOPE OF WORK:			
1. Removal of damaged rigid and flexible ducting including ducting supports			
2. Fabrication and installation of new rigid and flexible ducting with supports hangers			
3. Adjustment and balancing of the centralized AHU ducting supplying the offices			
e. AT LEAST SIX (6) MONTHS WARRANTY AGAINST WORKMANSHIP DEFECTS			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

Supplier's/Service Provider's Bank Details:

Banking
Institution: _____

Account
Number: _____

Account
Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

ONE (1) LOT GENERAL OFFICE REPAIR (PERIOD OF CANVASS: 02 TO 07 JUNE 2021)		
<u>LINE ITEM SPECIFICATION</u>	APPROVED BUDGET FOR THE LINE ITEM	OFFERED QUOTATION [≥ TO APPROVED LINE ITEM BUDGET]
A. DISMANTLING of 2 UNITS SPLIT TYPE AIRCON	₱ 29,000.00	
B. REPAIR OF 2 UNITS KOPPEL SPLIT TYPE AIRCON LOCATED AT CGO-A DIRECTOR'S ROOM AND LEGAL'S ROOM	₱ 95,000.00	
C. IMPROVEMENT OF CONDENSATE DRAINAGE SYSTEM AND REPAIR LEAK AT THE CGO-A DIVISION CHIEF AND ICTG'S AREA	₱ 100,000.00	
D. REPAIR OF THE CENTRALIZED AIR HANDLING UNITS (AHL) DUCTING SUPPLYING THE DIRECTOR'S OFFICES AND ICTG AREA NEAR THE DATA CENTER	₱ 165,000.00	
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]	
Three Hundred Eighty-Nine Thousand Pesos Only (₱ 389,000.00)		

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. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified 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 item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

Signature over Printed Name

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es