

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2022-02-45

NP-Small Value Procurement

February 3, 2022


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

Address: \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation together with the requirements stated hereunder to this office located at Room 442, Manila City Hall Building, Arroceros Street, Manila during office hours within seven (7) calendar days from receipt hereof, subject to the following terms and conditions, to wit:

1. If applicable, indicate the specific brand, model/year and country of origin for each item.
2. Delivery period shall be within eleven (11) months upon receipt of Purchase Order.
3. Warranty shall be for a period of three (3) months for supplies and materials, One (1) year for equipment from date of acceptance by the end-user.
4. Price validity shall be for a maximum period of 120 calendar days.
5. Subject to the submission of the following documents:
  - a. DTI Certificate of Registration
  - b. Mayor's/Business Permit
  - c. PhilGEPS Registration Number
  - d. Income/Business Tax Return
  - e. Omnibus Sworn Statement

Canvassed By:

  
EVELYN V. MANUGUID  
Acting Supply Officer I

THELMA L. PEREZ  
Officer-In-Charge

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Sta. Ana Hospital Charge to: Repairs & Maintenance- Machinery & Eqpt. ABC: Php225,000.00	P.R. No. 066 OBR No. 100-2201-00181		
			Preventive Maintenance and Calibration for Two (2) units Airconditioning System and One (1) unit Exhaust Blower (Negative Pressure) for Ground Floor Molecular Laboratory for the period February to December 31, 2022			
1	1	lot	AIRCONDITIONING SYSTEM (2 UNITS) AND s/n OSSPPALMB00011 & OSSPPALM0009 EXHAUST BLOWER (1 UNIT) S/N 163-06012020	Php 225,000.00	Php _____	Php _____
			SCOPE OF WORK: Airconditioning Unit * Monthly preventive maintenance of each unit * Shutting off the unit * Removal of Air Filters for cleaning * Opening of units manhole for easy access inside the equipment * Cleaning of the following parts: Coiling Coils (using power spray), Filter Cleaning, All other internal components inside the unit * Checking/re-tightening of electrical terminations * Greasing of motor bearing and bearing of blower shaft * Technical Audit of bearing condition and other			

RFQ No. 2021-02-45  
 Preventive Maintenance and Calibration for  
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ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
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			moving parts			
			* Assembly and start up			
			* Checking of electrical data of the equipment while operating if within standard parameters			
			* Checking of equipment Control Panels-wiring termination and connections			
			Exhaust Blower			
			* Monthly preventive maintenance of the unit			
			* Cleaning of Exhaust Blower			
			* Checking/re-tightening of electrical terminations			
			* Greasing of motor bearing and bearing of blower shaft			
			* Technical Audit of bearing condition and other moving parts			
			* Replacement of belt			
			VALIDATION AND RECALIBRATION OF NEGATIVE PRESSURE			
			* Done monthly			
			* Defective parts shall be quote separately			
			x-x-x-x-x-x-x-x-x-x-x			
					Total . . . . . Php	_____
						xxxxxxxxxxxx

After having carefully read and accepted your terms and conditions, I/We hereby quote on the items/s at prices listed above

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Printed Name/Signature

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Tel. No/Cellphone No.  
e-mail address

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Date