



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAGAYAN DE ORO CITY 2ND DISTRICT ENGINEERING OFFICE
Macabalan, Cagayan de Oro City

Name of Procuring Entity :	Request for Quotation (PR No.) : 2025-05-0156
Revised on :	Date : May 21, 2025
Standard Form/Title : REQUEST FOR QUOTATION	Office/End-User : Administrative Section
COMPANY NAME :	PhilGEPS No.
ADDRESS :	TCC No.
TEL NO./FAX No. :	TIN :

(SMALL VALUE PROCUREMENT ABOVE 50K)

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation and other requirements duly signed by your representative not later than 10:00 A.M. of **MAY 26 2025** at the Procurement Unit, Conference Room, DPWH 2nd DEO

Please observe proper sealing and marking of bids. All envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning " **DO NOT OPEN BEFORE** ... date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.

2. **Delivery period** within 365 **CD** upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.

3. **Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty :

Expendable Supplies (consumed in used within 1 year like fuel, spareparts and etc.)

Non-Expendable Supplies (serviceable in more than one (1) year like furniture, fixtures and etc.)

IT Equipment (Computer, Printers and etc.)

- 3 MONTHS

- 1 YEAR

- 3 YEARS

4. **Price validity** shall be for a period of sixty (60) calendar days.

5. PhilGEPS Registration /Mayor's Permit/DTI , Income Tax Return and Tax Clearance Certificate and Omnibus Sworn Statement shall be attached upon submission of quotation .

6. Bidders shall submit original brochures of the product .

7. Please indicate the " **BRAND NAME/MODEL** ." for each items being offered.

8. The approved budget ceiling (ABC) for this procurement is P **146,080.00**

9. The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items, otherwise they will be subjected for disqualification.

10. Supplier must have an official store registered establishment- Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submit along with their quotation

HELEN A. MONTES
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
I	Elevator Maintenance				
	Preventive Maintenance of Elevator	1	year		
1	Scope of Service				
1.1	Perform monthly periodic inspection, service and preventive maintenance on the units and their associated machineries, including applicable items under Preventive Maintenance;				
1.2	Assign only qualified technician/s with the right tools and equipment;				
1.3	Provide all required grease, lubricant oils (except Gear Oil) and cleaning materials in performing the Preventive Maintenance;				
1.4	Perform emergency call – outservice within twenty four (24) hour from the Client's request. The Contractor shall not be paid additional service charges, provided that the breakdown of the units is not caused by accident or negligence on the part of the Client, its employees or guests;				
1.5	All parts for installation and replacement, as recommended by the Contractor, shall be subject to the client's quality control inspection. In the event the service rendered items delivered fails to qualify within the expected performance level, the same may be repeated by the contractor without additional charges to the Client until becomes satisfactory.				

Brand and Model :	_____	Warranty :	_____
Delivery Period :	_____	Price Validity :	_____

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name / Signature / Date

Tel. No. / Cellphone No. / E-mail Address



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HELENA A. MONTES
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
2	Time Servicing				
2.1	Regular inspection shall be made during regular working hours (8:00 AM to 5:00 PM) on regular working days (Monday to Saturdays) and should be completed within schedule date.				
2.2	Within twenty-four (24) hour from the Clients' emergency "call-out request, the Contractor shall send skilled and competent technician to troubleshoot any expected breakdown of the units. A written report of all findings and action taken shall be given to Property Engineer not later than twenty-four (24) hours from the accomplishment of the repair and emergency work.				
3	Duties of the Client				
3.1	Pay annual inspection fees and incidental expenses incurred during inspection of the building official from the City Government.				
3.2	Perform cleaning, drain and dry of pits and equipment machine room of the equipment and drain and dry the same in the event of flooding. The Contractor may render assistance upon the Client's request, subject to the payment of an additional service fee to be reasonably agreed upon by the parties.				
	*****Nothing Follows*****				

Brand and Model :	Warranty :
Delivery Period :	Price Validity :

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