



## REQUEST FOR QUOTATION

Date: 10/24/2022  
Ref. No. OS-6617-09-22

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the **Terms and Conditions** on the last page, stating the shortest time of delivery and submit your quotation duly signed by your authorized representative not later than \_\_\_\_\_.

  
**PRECIOSA G. ERANA**  
OIC, Procurement Office

### NOTE:

- All entries must be written legibly or typewritten.
- Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.
- Warranty shall be for a period of six (6) months for supplies and materials. Warranty for equipment must not be less than one (1) year from the date of acceptance and shall be accompanied with Warranty Certificate.
- Price validity shall be for a period of \_\_\_\_\_ **calendar days**.
- Bidders shall indicate the brand and model of the items being offered.
- Approved Budget for the Contract (ABC): P 980,186.52**

ITEM	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Supply and Installation of Heavy Duty Generator Set 40kW/50kVA, 230V, Three Phase, 60Hz Silent Type Gen. Set, Diesel Fuel Engine ● Testing is included.	1 unit		
	Scope of Work:			
	Inclusion:			
	Miscellaneous Works			
	● Construction of generator housing (see plan)			
	● See plans for sizes of bar and other details for the construction of generator housing.			
	● This work also includes painting of two (2) coats of epoxy primer and two (2) coats of QDE.			
	● Provide necessary tools and equipment.			
	● All joint connections should be fully welded.			
	● Use galvanized tubular as purlins 16, 2" x 2" @ 0.60 m. on center.			
	● Provide 1 1/2" G.I. pipe S-40 with 1/4" x 1" for framing and gate.			
	● Provide steel matting 5.0 mm. for walls.			
	● Adopt gauge 26 (0.5 mm.) rib type pre-painted roof sheet.			
	● All attachment for roofing sheet and ridge roll shall be 2 1/2" teckscrew for metal.			
	● Provide water sealant for all attachment (water sealant should be provided for both inside and outside surface of teckscrew head).			

After having carefully read and accepted your **Terms and Conditions**, I quote you on the item/s at prices noted above.

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel. No./E-mail address

\_\_\_\_\_  
Date

Canvassed by:

\_\_\_\_\_  
Signature over Printed Name

Please print at the back

**IMPORTANT, PLEASE READ:**

**TERMS AND CONDITIONS**

1. Bidders must possess PhilGEPS Registration Certificate, Valid Business Permit, BIR Registration and Official Receipt (OR) duly registered with the BIR. Copy of the first three documents must be submitted to the BAC.
2. Bidders shall provide correct and accurate information required in this form.
3. Bidders may quote for any or all the items.
4. Price quotation/s must be valid for a period of sixty (60) calendar days from date of submission.
5. Price quotation/s shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
7. Any erasures or overwriting should be duly signed or initialed by you or your authorized representative.
8. Brochure and/or manual of operation of the product being offered must be attached with the quotation and the bidder/supplier must be able to demonstrate the operation of the machine upon request.
9. Terms of payment shall be **Charged Account** unless specified.
10. The item/s shall be delivered within the specified number of days of delivery.
11. 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. The University 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.