REQUEST FOR QUOTATION

The Palacio del Gobernador Condominium Corporation (PDGCC) will undertake Small Value Procurement for the Supply and Delivery of Hard Hat, Hydraulic Door Closer and Push Bar Exit Lock in accordance with Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

I. Project Description

Supply and Delivery of Hard Hat, Hydraulic Door Closer and Push Bar Exit Lock

II. Technical Specification

Item/Description	Quantity
Supply and delivery of Hard Hat, Hydraulic Door Closer and Push Bar Exit Lock ***Technical Specification*** **Item 1**: 7 pcs - Hard Hat (color white) **Item 2**: 24 pcs - Hard Hat (color yellow) **Item 3**: 3 *pcs* - 83 cm Door Push Bar Exit lock Materials: Stainless Steel **Item 4***: 5 pcs* - Hydraulic Door Closer Heavy Duty Color: Silver	1 lot

III. Approved Budget for the Contract

Fifty-Five Thousand Pesos (P55,000.00) Vat Inc.

IV. Delivery Period

Thirty (30) calendar days upon receipt of the Purchase Order

V. Location

Palacio del Gobernador Cond. Corp., A. Soriano Ave. cor. General Luna St. Intramuros, Manila

VI. Terms and Conditions:

1. Payment shall be made upon submission of the following documentary requirements:

   a. Delivery Receipt
   b. Service Invoice / Billing Statement
   c. Certificate of Acceptance and completion

2. Payment shall be processed in accordance with accounting and auditing procedures. No payment will be released without the issuance of BIR Registered Official Receipt.

VII. Documentary Requirements

Submission of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not be later than **June 15, 2026; at 12:00 NN** at the Administration Office, Basement, Palacio del Gobernador Cond. Corp., A. Soriano Ave. cor. General Luna Street, Intramuros, Manila. **Faxed or emailed quotation will not be entertained.**

- Mayor's/Business Permit
- PHILGEPS Registration Number
- Notarized Omnibus Sworn Statement **with ABC's above P50K**

  Reference: (https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf)
- Quotation/Proposal Form (Form A)

Note:

- *A valid PhilGEPS Platinum Certificate of Membership may substitute for both a Mayor's Permit and a PhilGEPS Registration Number.*

- *For recently expired Mayor's Permits, please include the official receipt of renewal as proof of application within the required LGU period.*

- *In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at same venue and time.*

IMPORTANT REMINDERS:

1. All entries must be legible.
2. Price validity shall be for a period of at least sixty (60) calendar days from submission and receipt of quotation.
3. Bids shall be evaluated by ***lot item***
4. Bidder may include cost breakdown on the labor and materials as part of their Quotation.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s.
6. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Place of Submission, Sealing and Marking: Quotations shall be sealed, and marked using the following format

   [Name of Bidder]
   [Address of Bidder]

   Quotation for: [Name of Project]
   [Time and Date of Deadline of Submission of Quotations]
   Administration Office
   Basement Level, Palacio del Gobernador Condominium Corporation., Gen. Luna St. cor. A. Soriano Ave., Intramuros, Manila

9. Quotation and other required documents must be submitted on or before the deadline of submission as stated in this RFQ. **Late submission shall not be accepted.** ***Please use "Form A" for the quotation format and ensure that every page is signed.***

For any clarification, you may contact us at telephone no. (02) 8559-9119 or email address at palaciodelgobernador@ymail.com

Thank you

ENGR. EDWARD ALLAN C. ROTAS
Assistant Building Administrator

FORM A

QUOTATION/PROPOSAL FORM

Palacio del Gobernador Condominium Corporation Bids and Awards Committee
Gen Luna St. cor A. Soriano Ave.
Intramuros, Manila

To Whom it may concern:

Having examined the Request for Quotation, the undersigned offer the Supply and Delivery of Hard Hat, Hydraulic Door Closer and Push Bar Exit Lock in conformity with the said Request for Quotation.

A. Financial Proposal

Quantity	Item/Description	Unit Cost	Amount
	inclusive of all applicable taxes and other charges		
1 lot	*Supply and delivery of Hard Hat, Hydraulic Door Closer and Push Bar Exit Lock*		

TOTAL PRICE IN WORDS:

_____

B. Statement of Compliance:

Quantity	Item/Description	Bidder's Statement of Compliance	Offer (Brand/Model)
1 lot	*Supply and delivery of Hard Hat, Hydraulic Door Closer and Push Bar Exit Lock* *Technical Specification* **Item 1**: 7 pcs - Hard Hat (color white) **Item 2**: 24 pcs - Hard Hat (color yellow) **Item 3**: *3 pcs* - 83 cm Door Push Bar Exit lock Materials: Stainless Steel **Item 4***: 5 pcs* - Hydraulic Door Closer Heavy Duty Color: Silver		

Note to Bidder: Please state the word "Comply" at the Statement of Compliance Column

C. Delivery Schedule and Warranty

Quantity	Item/Description	Delivery Period
1 lot	*Supply and delivery of Hard Hat, Hydraulic Door Closer and Push Bar Exit Lock*	Within Thirty (30) Calendar Days from receipt of Purchase Order

I hereby certify that the statement of compliance to the foregoing Delivery Schedule, Warranty and Technical Specifications are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

We undertake, if our Proposal is accepted, to deliver the goods/works/services in accordance with the prescribed Delivery Period.

Until a formal Contract is prepared and executed, this price quotation shall be binding upon us.

We understand that you are not bound to accept the lowest Quotation or any Quotation/s you may receive.

Name of Company / Bidder

Signature Over Printed Name of Authorized Representative

Date