



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT**  
**SECTION 53.9**

Date: November 24, 2020  
PR No: GF-20-10-01799

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **RM – Motor Vehicle**  
Approved Budget for the Contract : **Php 823,079.00**  
End-User / Implementing Office : **QUEZON CITY UNIVERSITY**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **November 27, 2020, 10:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI / SEC);
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2018) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **RM – Motor Vehicle**

**Quezon City Local Government**  
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For any clarification you may contact us at 89884242 loc. 8505/8709.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-In-Charge/Head, BAC Secretariat

**TERMS AND CONDITIONS**

- Bidders shall **provide correct and accurate** information required in this form.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 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.
- The City General Services Department (CGSD) shall have the right to inspect the goods.
- Non-submission of eligibility documents shall mean disqualification of Quotation.
- 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. CGSD 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.
- Failure to follow these instructions will disqualify your entire quotation.

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

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	<b>TOYOTA HI-ACE Commuter Van Model 2014 Plate No. SHZ 458</b>				
1	Air Cleaner	pc	1		
2	Alternator Belt	pc	1		
3	Axle Bearing with Lock, Left/Right, 2pcs/set	set	1		
4	Axle Oil Seal, Left/Right, 2pcs/set	set	1		
5	Ball Joint, 2pcs/set	set	1		
6	Battery, 3SM	pc	1		
7	Brake Fluid	pc	1		
8	Brake Lining	pc	1		
9	Brake Master Assembly	pc	1		
10	Brake Pad	pc	1		
11	Discharge Hose with Fittings	pc	1		
12	Expansion Valve	pc	1		
13	Fuel Pump Filter Assy.	pc	1		
14	Oil Filter	pc	1		
15	Piston Ring, standard	pc	1		
16	Pressure Plate	pc	1		
17	Shock Absorber, Front Shock 2pcs/set, Rear Shock 2pcs/set	set	1		
18	Shock Mounting Rear Shock, 2pcs/set	set	1		
19	Stabilizer Bushing, 2pcs/set	set	1		
20	Wheel Bearing, inner, 2pcs/set	set	1		
21	Wiper Blade, LH, RH side	set	1		
	<b>TOYOTA HI-ACE Commuter Van Model 2014 Plate No. SHZ 459</b>				
22	Air Cleaner	pc	1		
23	Alternator Belt	pc	1		
24	Axle Bearing with Lock, Left/Right, 2pcs/set	set	1		
25	Axle Oil Seal , Left/Right, 2pcs/set	set	1		
26	Ball Joint , 2pcs/set	set	1		
27	Battery, 3SM	pc	1		
28	Brake Lining	pc	1		
29	Brake Master Assembly	pc	1		

30	Brake Pad	pc	1		
31	Discharge Hose with Fittings	pc	1		
32	Expansion Valve	pc	1		
33	Fuel Pump Filter Assy.	pc	1		
34	Oil Filter	pc	1		
35	Pilot Bearing	pc	1		
36	Release Bearing	pc	1		
37	Shock Absorber, Front Shock, 2pcs/set, Rear Shock 2pcs/set	set	1		
38	Shock Mounting Rear Shock, 2pcs/set	pc	1		
39	Stabilizer Bushing, 2pcs/set	pc	1		
40	Timing Belt, big	set	1		
41	Wiper Blade, LH, RH side	set	1		
	<b>TOYOTA HI-ACE Commuter Van Model 2014 Plate No. SHZ 461</b>				
42	Air Cleaner	pc	1		
43	Alternator Belt	pc	1		
44	Axle Oil Seal , Left/Right, 2pcs/set	set	1		
45	Balljoint, 2pcs/set	set	1		
46	Battery, 3SM	pc	1		
47	Brake Fluid	pc	1		
48	Brake Lining	pc	1		
49	Brake Pad	pc	1		
50	Clutch Disc	pc	1		
51	Clutch Master Repair Kit, Primary/Secondary	pc	1		
52	Discharge Hose with fittings	pc	1		
53	Expansion Valve	pc	1		
54	Fuel Pump Filter Assy.	pc	1		
55	Oil Filter	pc	1		
56	Piston Ring, standard	pc	1		
57	Release Bearing	pc	1		
58	Tie Rod End (L/R), 2pcs/set	set	1		
59	Timing Belt, big	pc	1		
60	Wheel Bearing, inner, 2pcs/set	set	1		
61	Wiper Blade, LH, RH side	set	1		
	<b>TOYOTA HI-ACE Commuter Van Model 2014 Plate No. SHZ 463</b>				
62	Air Cleaner	pc	1		
63	Alternator Belt	pc	1		
64	Axle Bearing with Lock, Left/Right, 2pcs/set	set	1		
65	Axle Oil Seal, Left/Right, 2pcs/set	set	1		
66	Ball Joint, 2pcs/set	set	1		
67	Battery, 3SM	pc	1		
68	Brake Fluid	pc	1		
69	Brake Lining	pc	1		
70	Brake Master Assembly	pc	1		
71	Brake Pad	pc	1		
72	Clutch Disc	pc	1		
73	Clutch Master Repair Kit, Pimary/Secondary	pc	1		
74	Filter Drier	pc	1		
75	Pilot Bearing	pc	1		

76	Pressure Plate	pc	1		
77	Shock Mounting Rear Shock, 2pcs/set	set	1		
78	Stabilizer Bushing, 2pcs/set	set	1		
79	Timing Belt, big	set	1		
80	Wiper Blade, LH, RH side	set	1		
	<b>TOYOTA HI-ACE Commuter Van Model 2014 Plate No. SHZ 460</b>				
81	Air Cleaner	pc	1		
82	Alternator Belt	pc	1		
83	Axle Bearing with Lock, Left/Right, 2pcs/set	set	1		
84	Battery, 3SM	pc	1		
85	Clutch Disc	pc	1		
86	Clutch Master Repair Kit, Primary/Secondary	pc	1		
87	Filter Drier	pc	1		
88	Tie Rod End, L/R, 2pcs/set	set	1		
	<b>TOYOTA HI-ACE Commuter Van Model 2014 Plate No. SJB 299</b>				
89	Air Cleaner	pc	1		
90	Alternator Belt	pc	1		
91	Battery, 3SM	pc	1		
92	Brake Lining	pc	1		
93	Clutch Disc	pc	1		
94	Clutch Master Repair Kit, Primary/Secondary	pc	1		
95	Filter Drier	pc	1		
96	Tie Rod End, L/R, 2pcs/set	set	1		
	<b>TOYOTA VIOS 2007 Plate No. SHL 824</b>				
97	Axle Bearing, 2 pcs/set	set	1		
98	Battery, 2SM	pc	1		
99	Blower Motor	pc	1		
100	Brake Shoe	pc	1		
101	Brake Master Assembly	pc	1		
102	Brake Pad	pc	1		
103	Drier	pc	1		
104	Front Shock, LH/RH	set	1		
105	Lower Suspension Arm, LH	pc	1		
106	Lower Suspension Arm, RH	pc	1		
107	Rack End, 2pcs/set	set	1		
108	Rear Shock, 2pcs/set	set	1		
109	Stabilizer Link set	set	1		
110	Tie Rod LH	pc	1		
111	Tie Rod RH	pc	1		
112	Valve Cover Gasket	pc	1		
113	Water Pump	pc	1		
	<b>Total Quoted Amount</b>				

Amount in Words:\_\_\_\_\_.

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address