



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-20-10-01806

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **RM – Motor Vehicle (Parts and Labor)**  
Approved Budget for the Contract : **Php 225,180.00**  
End-User / Implementing Office : **ENVIRONMENTAL PROTECTION AND WASTE MANAGEMENT DEPARTMENT**

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 (Parts and Labor)**

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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**

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. 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.
6. 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.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. 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.
10. 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>Mitsubishi L300 FB Van Conduction Sticker No. 6968</b>				
1	Tire, 185R/14C with tire balancing	pc.	5		
2	Tire Rim	pc	1		
3	Center Post Assembly	set	1		
4	Idler Arm Assembly	set	1		
5	Brake Pad	set	1		
6	Brake Shoe	set	1		
7	Valve Cover Casket	pc	1		
8	Valve Cover Seal	pc.	1		
9	Wiper Blade	pc.	2		
10	Sliding Window Lock	pc.	8		
11	Park Lamp Assembly (front RH)	set	1		
	Labor	lot	1		
12	Repair and Maintenance of Airconditioning Unit ▪ (Pull Down Compressor, Pull Down and general cleaning of Evaporator, Freon Charging, replacement of: Compressor (brand new), Filter Drier, Expansion Valve, Auxiliary Fan, and flushing of all system)	lot	1		
	<b>Mitsubishi L300 FB Van Conduction Sticker No. 6949</b>				
13	Tire, 185R/14C with tire balancing	pc.	5		
14	Tire Rim	pc.	1		
15	Brake Pad	set	1		
16	Brake Shoe	set	1		
17	Wiper Blade	pc	2		
18	Sliding Window Lock	pc	8		
19	Park Light Bulb, rear	pc.	2		
20	Brake Light Bulb	pc	2		
21	Clutch Disk Assembly [Pressure Plate, Clutch Disk and Release Bearing]	set	1		
	Labor	lot	1		

22	Repair and Maintenance of Airconditioning Unit ▪ (Pull Down Compressor, Pull Down and general cleaning of Evaporator, Freon Charging, replacement of: Compressor (brand new), Filter Drier, Expansion Valve, Auxiliary Fan, Pressure Switch and flushing of all system)	lot	1		
<b>Toyota Avanza Conduction Sticker No. VB 3000</b>					
23	Tire, 185/70 R14 with tire balancing, replacement of tire valve	pc	4		
24	Clutch Disk Assembly [Pressure Plate, Clutch Disk and Release Bearing	set	1		
	Labor	lot	1		
<b>Total Quoted Amount</b>					

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

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1. Statement of Warranty	
2. Photos of the existing repair shop	

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

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

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

\_\_\_\_\_  
 Date

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