



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : November 24, 2020
 PR No. : GF-20-10-01838

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : **RM – TRANSPORTATION EQUIPMENT**
 Approved budget of the Contract : **Php 332,750.00**

End-User /
 Implementing Office : **CITY PLANNING AND DEVELOPMENT 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 AM 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; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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 – TRANSPORTATION EQUIPMENT**
Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound
 For any clarification you may contact us at 89884242 loc. 8506/8709.


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 in black ink only.
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 initiated 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
RM – TRANSPORTATION EQUIPMENT					
TOYOTA REVO / SGY-538					
1	Body Repair and Painting	lot	1		
2	Aircon Repair and Cleaning (Maintenance)	lot	1		
3	Head Light Assembly	lot	1		
4	Under Chasis Maintenance(Parts & Labor)	lot	1		
5	Electrical Wiring	lot	1		
SUZUKI BRAVO (MULTI CAB) / SHB-229					
6	Tires	piece	2		
7	Battery	unit	1		
8	Fuel Pump Assembly	lot	1		
9	Wiper Blade Assembly	lot	1		
SUZUKI BRAVO (MULTI CAB) / SFY-283					
10	Tires	piece	4		
11	Battery	unit	1		
12	Soliniod / Starter	lot	1		
TOYOTA INNOVA / SJN-728					
13	Tires	piece	4		
14	Battery	unit	1		
15	Engine Head Gasket	set	1		
16	Spring and Shock Absorber	set	4		
TOYOTA TAMARAW / SEW-849					
17	Electrical Wiring	set	1		
18	Alternator	piece	1		
19	Battery	unit	1		
20	Carborator	piece	1		
21	Tires	piece	4		
TOYOTA INNOVA / A6 F369					
22	Head Light	piece	1		
23	Body Repair	lot	1		
24	Battery	unit	1		
25	Tires	piece	4		
SUZUKI APV / UD 5570					
26	Front and Back Shocks	piece	4		
Note: Repair, Installation, Labor are included in all vehicles					
Total Quoted Amount					

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Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address

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