



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : November 03, 2020
PR No. : TF-20-2C-DBO

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RM – MOTOR VEHICLE
Approved budget of
the Contract : Php 997,745.00

End-User /
Implementing Office : DEPARTMENT OF THE BUILDING OFFICIAL

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 06, 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 – MOTOR VEHICLE

**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
	PR NO. TF-20-02-00223				
	VEHICLE, REPAIR AND MAINTENANCE				
	6 units Suzuki Apv, Plate No. SAA3143, SAA3136, SAA3135, SAA3134, SAA3141, SAA3138				
1	BRAKE FLUID,Mag1-Dot 4.250 ml.	btls	6		
2	COOLANT, 1 liter	btls	6		
3	SPARK PLUG, 4pcs./set, Denso SC6HRIT	sets	5		
4	TIRES, 185/70 R14	units	12		
5	AIR FILTER	Pcs	6		
6	BATTERY, NS40	Units	6		
7	WIPER BLADE. 18", 2pcs./set	Sets	6		
8	POWER STEERING FLUID, 1 lifer	Btls	6		
9	LABOR	Lots	6		
	Suzuki AVP Plate No. SAA 3139				
10	BRAKE FLUID	btl	1		
11	COOLANT, 1 liter	Btl	1		
12	SPARK PLUG, 4pcs./set, Denso K20PR-U or NGK BKR6E	Set	1		
13	TIRES, 185/80R14	Units	2		
14	AIR FILTER	Pcs	1		
15	BATTERY, NS60	Unit	1		
16	WIPER BLADE, 18", 2pcs./set	Set	1		
17	POWER STEERING FLUID, 1 liter	Btls	1		
18	CAMBER ALIGNMENT	Lot	1		
19	WHEEL ALIGNMENT	Lot	1		
20	BRAKE PADS, front L & R	Set	1		
21	BRAKE SHOE	Set	1		
22	BLOWER MOTOR	Unit	1		
23	LABOR	lot	1		
	Suzuki Apv, Plate No. SAA 3152				
24	BRAKE FLUID	Btl	1		
25	COOLANT, 1 liter	Btl	1		
26	SPARK PLUG, 4pcs./set, Denso K20PR-U or NGK BKR6E	Set	1		
27	TIRES, 185/80R14	Units	2		
28	AIR FILTER	Pc	1		
29	BATTERY, NS60	Unit	1		
30	WIPER BLADE, 18, 2pcs./set	Set	1		

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31	POWER STEERING FLUID, 1 liter	Btl	1		
32	SUSPENSION ARM, front L & R	Set	1		
33	SHOCK MOUNTING, Front L&R	Set	1		
34	STABILIZER LINK, front L & R	Set	1		
35	LABOR	Lot	1		
	SUZUKI APV, Plate No. SAA 3142				
36	BRAKE FLUID	Btl	1		
37	COOLANT, 1 liter	Btl	1		
38	SPARK PLUG, 4pcs./set, Denso K20PR-U or NGK BKR6E	Set	1		
39	TIRES, 185/80R14	Units	2		
40	AIR FILTER	Pcs	1		
41	BATTERY, NS60	Unit	1		
42	WIPER BLADE, 18', 2pcs./set	Set	1		
43	POWER STEERING FLUID, 1 iter	Btl	1		
44	THERMOSTAT	Unit	1		
45	LABOR	Lot	1		
	SUZUKI Apv, Plate No. SAA 3145				
46	BRAKE FLUID	Btl	1		
47	COOLANT, 1 liter	Btl	1		
48	SPARK PLUG, 4pcs./set, Denso K20PR-U or NGK BKR6E	Set	1		
49	TIRES, 185/80R14	Units	2		
50	AIR FILTER	Pcs	1		
51	BATTERY, NS60	Unit	1		
52	WIPER BLADE, 18", 2pcs./set	Sets	1		
53	POWER STEERING FLUID, 1 liter	Btl	1		
54	FAN MOTOR	Unit	1		
55	PRESSURE PLATE	Unit	1		
56	PILOT BEARING	Unit	1		
57	RELEASE BEARING	Unit	1		
58	CLUTCH DISC	Unit	1		
59	CLUTCH CABLE	Unit	1		
60	LABOR	lot	1		
	PR NO. TF-20-08-01364				
	12 units Toyota Avanza J Conduction No. A2X550, A2W344, AIW506, A2U548, A2Q926, A0O894, A2U617, A2W158, A2Y355, A2I147, A1H481, A2H917				
1	BRAKE FLUID, Mag 1-Dot 4,250 ml.	bottle	12		
2	COOLANT, 1 liter	bottle	12		
3	SPARK PLUG, 4pcs/set, Denso SC6HR 11	set	12		
4	BRAKE PADS, front L & R	set	12		
5	TIRES, 185/70 R14	unit	24		
6	AIR FILTER	piece	12		
7	BATTERY, NS40	unit	12		
8	WIPER BLADE, 18 inches, 2pieces/set	set	12		
9	POWER STEERING FLUID, 1 liter	bottle	12		
10	LABOR	lot	12		
	Isuzu crosswind, Plate No. SKE 181				
11	WIPER BLADE, 18 inches, 2pcs/set	set	1		
12	TIRES, 205/65 R15	unit	2		
13	POWER STEERING FLUID, 1 liter	bottle	1		
14	BRAKE FLUID	bottle	1		
15	COOLANT, 1 liter	bottle	1		
	Mitsubishi Strada GLX V2.5, Plate No. SKR-730				
16	WIPER BLADE, 18 inches, 2pcs/set	set	1		
17	TIRES, 205/85 R16	unit	4		
18	POWER STEERING FLUID, 1 liter	bottle	1		

19	BRAKE FLUID	bottle	1		
20	COOLANT, 1 liter	bottle	1		
	Total Quoted Amount				

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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