



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : December 9, 2020  
PR No. : GF-20-09-01663

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **RM – MOTOR VEHICLE (PARTS AND LABOR)**  
Approved budget of  
the Contract : **Php 304,300.00**  
End-User /  
Implementing Office : **SOCIAL SERVICES 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 December 14, 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 (PARTS AND LABOR)**

**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.

  
**LATTY. 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
	REPAIR & REPLACEMENT OF WORN-OUT PARTS OF SIX (6) UNITS OFFICIAL VEHICLES				
	For Toyota Hi-lux SHR-695				
1	Clutch	piece	1		
2	Pressure Plate	piece	1		
3	Release bearing	piece	1		
4	Ply wheel	piece	1		
5	Replacement of tires, size: Lt 265/70 R17=121/118	piece	5		
6	Battery, 3 SM	piece	1		
7	Disk brake and brake pads	set	1		
8	Tune up/ Change oil	lot	1		
9	Labor	lot	1		
	For Toyota Vios SHL-819				
10	Shock mounting	piece	2		
11	Ball joint	piece	2		
12	Tie rod end	set	1		
13	Suspension bushing (big)	piece	2		
14	Stabilizer kit	piece	2		
15	4 Suspension bushing 2 ball joint press in/out	piece	2		
16	Machine shop	piece	1		
17	Battery, 2 SM	piece	1		
18	Tune up/ Change oil	lot	1		
19	Labor	lot	1		
	For Mitsubishi L-300 BY 2745 TOP OVERHALL 4D56				
20	Head Gasket	piece	1		
21	Valve Seal	set	1		
22	Valve guide	set	1		
23	Engine valve	set	1		
24	Valve cover basket	set	1		
25	Interior gasket	piece	1		
26	Oil seal	piece	1		
27	Silicon	piece	1		

2

28	Machine shop	piece	1		
29	Tie rod end	piece	4		
30	Ball joint	piece	4		
31	Battery 3 SM	piece	1		
32	Shelac	piece	1		
33	Disk brake/brake pads	piece	1		
34	Heater plug	piece	1		
35	Change oil	lot	1		
36	Aircon general cleaning parts and labor	lot	1		
37	Labor	lot	1		
	For Mitsubishi L-300 SJG 215				
38	Tie rod end	piece	4		
39	Ball joint	piece	4		
40	Disk brake/brake pads	piece	4		
41	Rubber bushing	piece	8		
	For Mitsubishi L-300 SJG 215				
42	Clutch	piece	1		
43	Pressure plate	piece	1		
44	Release bearing	piece	1		
45	Ply wheel	piece	1		
46	Battery 3 SM	piece	1		
47	Heater plug	piece	1		
48	Tune up/ Change oil	lot	1		
49	Labor	lot	1		
	For Mitsubishi L-300 B3 F392				
50	Alternator	piece	1		
51	Labor	lot	1		
	For Suzuki Bravo SFY 211				
52	Valve cover basket	piece	1		
53	Tie rod end	set	2		
54	Ball joint	set	2		
55	Rubber bushing	piece	8		
56	Labor	lot	1		
	Total Quoted Amount				

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

\_\_\_\_\_

Delivery Period
Warranty

:
:

Fifteen (15) Calendar Days

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address