



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

Date : December 01, 2020  
PR No. : GF-20-10-01943

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Project Title : **RM – MOTOR VEHICLE (PARTS AND LABOR)**

Approved budget of  
the Contract : **P 248,430.00**

End-User /  
Implementing Office : **EPWMD (TASK FORCE ON SOLID WASTE COLLECTION, CLEANING AND  
DISPOSAL MANAGEMENT)**

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 04, 2020 10:00AM** 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 the QC-BAC Goods and Services
- 6 Income/Business Tax Return (for FY 2018) (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 Building9  
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

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**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>DT SHT 216</b>				
1	Jack Hydraulic 10 Tons	piece	1		
2	Side Mirror (both side)	pair	1		
3	Battery. 2SMF	piece	2		
4	Dump Box Repaint	lot	1		
5	Tools	set	1		
6	Upholstery Set	set	1		
7	Tire,	piece	1		
8	Grease Gun (for maintenance purposes)	piece	1		
9	Labor	lot	1		
	<b>DT SHT 227</b>				
10	Clutch Disc	piece	1		
11	Dump Box Flooring including Alignment of Tail Gate	lot	1		
12	Dump Box Repaint	lot	1		
13	Passenger Door	lot	1		
14	Battery, 2SMF	piece	2		
15	Tire, Lug Type,	piece	1		
16	Labor	lot	1		
	<b>DT SHT 249</b>				
17	Dump Box Repaint	lot	1		
18	Clutch Booster	piece	1		
19	Dump Box flooring (repair)	lot	1		
20	Tire,	piece	1		
21	Dump Box Repaint	galloon	1		
22	Labor	lot	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