



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date:

SEP 21 2021

PR No:

DBO-21-RM VEHICLE-398

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **REPAIR AND MAINTENANCE – MOTOR VEHICLE (PARTS AND LABOR)**
Approved Budget for the Contract : **Php 981,225.00**
End-User / Implementing Office : **DEPARTMENT OF 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 **SEP 24 2021 10:00 PM** 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 (2021);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00);
- 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.

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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
	Toyota Avanza J				
1	Tires, 185/70, R14	unit	48		
2	Wiper Blade. 18 inches, 2pcs./set	set	12		
3	Battery, NS40	unit	12		
4	Radiator Fan Motor	unit	5		
5	Labor	lot	12		
	Suzuki APV				
6	Tires, 185/80, R14	unit	40		
7	Wiper Blade 18 inches. 2pcs. /set	set	10		
8	Battery, NS60	unit	10		
9	Radiator Fan Motor	unit	5		
10	Pressure Plate	unit	5		
11	Pilot Bearing	unit	5		
12	Release Bearing	unit	5		
13	Clutch Disk	unit	5		
14	Labor	lot	10		
	Isuzu Crosswind, Plate No. SKE 181				
15	Wiper Blade, 18 inches, 2pcs./set	set	1		
16	Tires 205/65 R1 5	unit	4		
17	Battery, 2SMF	unit	1		
18	Labor	lot	1		
	Mitsubishi Strada GLX V2.5 Plate No. SKR-730				
19	Wiper Blade 18", 2pcs. /set	set	1		
20	Tires, 205/85 R1 6	unit	4		
21	Battery, 3SM	unit	1		
22	Labor	lot	1		
	Suzuki APV, Plate No. SAA 3136				
23	Windshield for Suzuki APV Model 2015	unit	1		
24	Labor	lot	1		
	Toyota Avanza, Plate No. A21 147				

25	Windshield for Toyota Avanza model 2018	unit	1		
26	Labor	lot	1		
	Total Quoted Amount				

Amount in Words: _____
_____.

OTHER REQUIREMENTS:
1. Statement of Warranty – Six (6) Months

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

W V