



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT**

DATE : MAY 2, 2022

PROJECT NO. : ITDD-22-VRM-419B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RM- MOTOR VEHICLE (PARTS AND LABOR)
Approved Budget of the Contract : P 124,180.00
End-User / Implementing Office : INFORMATION TECHNOLOGY 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 **MAY 6, 2022 10:00 a.m.** 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 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

or any clarification you may contact us at 89884242 loc. 8506/8709.


ATTY. DOMINIC B. GARCIA
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
REPAIR AND MAINTENANCE OF TOYOTA VIOS (SHX-801)					
1	Brake Pad	Set	1		
2	Brake Shoe	Set	1		
3	Air Cleaner	Piece	1		
4	Clutch Disc	Piece	1		
5	Pressure Plate	Piece	1		
6	A/C Air Filter	Piece	1		
7	Cooling Fan	Piece	1		
8	A/C Compressor	Piece	1		
9	Tires (Including balance alignment) Size: 185/65 R14	Piece	4		
10	A/C Cleaning Maintenance	Lot	1		
11	Battery 1SM NS60S	Piece	1		
12	Wiper Blade	Set	1		
13	Shock Absorber Front Left and Right	Piece	2		
14	Shock Mounting Left and Right	Piece	2		
15	Ball Joint Lower/Upper L/R	Piece	2		
16	Rotor Disk L/R	Piece	2		
17	Tail Lights (Left and Right)	Piece	2		
REPAIR AND MAINTENANCE OF SUZUKI APV (SKE 221)					
18	Brake Pad	Set	1		
19	Brake Shoe	Set	1		
20	A/C Air Filter	Piece	1		
21	Air Cleaner	Piece	1		
22	Tires (Including balance alignment) Size: 185/65 R14C	Piece	4		
23	Cooling Fan	Piece	1		
24	A/C Cleaning Maintenance	Lot	1		
25	Battery 1SM	Piece	1		

26	Wiper Blade	Set	1		
27	Shock Absorber Front Left and Right	Piece	2		
28	Shock Absorber Back Left and Right	Piece	2		
29	Spark Plug Ignition Coil	Piece	2		
TOTAL					

Amount in Words : _____

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address