



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

DATE : SEPTEMBER 27, 2022

PROJECT NO. : ACCOUNTING-22-VRM-680B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : REPAIR AND MAINTENANCE – MOTOR VEHICLE (PARTS AND LABOR)  
Approved Budget of the Contract : P 86,157.50  
End-User / Implementing Office : CITY ACCOUNTING 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 **SEPTEMBER 30, 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 issued by QC BAC- Goods and Services.**

**(SGD) 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
<b>TOYOTA VIOS (SHL – 817)</b>					
1	<b>WATER TEMPERATURE SENSOR</b> – enables the control unit to identify engine overheating or an unusual rise in temperature	Set	1		
2	<b>AUXILIARY FAN FOR CONDENSER</b> – supplemental underground fan installed to increase the volume of air to a specified location for the purpose of controlling dust, methane, or air quality	Piece	1		
3	<b>TAIL LIGHT</b> – Left and Right, are mounted to the rear of the car above the bumper	Piece	2		
4	<b>DOME LIGHTS LED</b>	Piece	1		
5	<b>SPARK PLUG</b> – original, metal threaded shell, electrically isolated from a central electrode by a ceramic insulator	Piece	4		
6	<b>FAN BELT</b> – used to transfer rotational power from one place to another in the engine	Piece	2		
7	<b>RAIN GUTTER</b>	Set	1		
8	<b>TIMING CHAIN</b> – original, responsible for controlling your pistons and valves, making sure they operate precisely when they need to inside your engine cylinders	Piece	1		
9	<b>BRAKE PAD</b> – thin block that presses onto the disk in a disk brake in order to make a vehicle go slower or stop	Set	1		
10	<b>BRAKE SHOE</b> – a curved piece of metal, with a friction material fixed to one side	Set	1		
11	<b>TENSIONER BEARING</b> – original, consist of a base, tensioner arm, spring, and pulley	Piece	1		
12	<b>CAR BATTERY</b> – 2SMF	Unit	1		
13	<b>CARBURETOR CLEANER</b> – aerosol type	Can	1		
14	<b>RADIATOR LOWER EXTENSION HOSE</b> – the bottom of radiator to the water pump, which keeps coolant flowing through the system	Piece	1		
15	<b>LABOR</b> - tune-up and lower greasing	Lot	1		
<b>TOYOTA INNOVA (SJN – 723)</b>					

16	<b>WIPER MECHANISM ASSEMBLY</b> – mechanical device that transfer power from the windshield wiper motor to the wiper arms	Piece	2		
17	<b>WIPER</b> – device used to remove rain, washer fluid, water, and / or debris from a vehicle's front window	Piece	2		
18	<b>RAIN GUTTER</b>	Set	1		
19	<b>TINT MEDIUM / SUPERBLACK</b> – carbon or infrared rejection films	Set	1		
20	<b>TIMING BELT</b> – pistons and attached to a crankshaft, which turns the piston's movement into a rotational output	Set	1		
21	<b>BRAKE PAD</b> - thin block that presses onto the disk in a disk brake in order to make a vehicle go slower or stop	Set	1		
22	<b>BRAKE SHOE</b> - a curved piece of metal, with a friction material fixed to one side	Set	1		
23	<b>TENSIONER BEARING</b> – original, consist of a base, tensioner arm, spring, and pulley	Piece	1		
24	<b>SPARK PLUG</b> – original, metal threaded shell, electrically isolated from a central electrode by a ceramic insulator	Piece	4		
25	<b>LABOR</b>	Lot	1		
<b>TOTAL</b>					

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

<b>Other Requirements:</b>
<ol style="list-style-type: none"> <li>1. <b>Statement of Warranty – Minimum of One (1) Year</b></li> <li>2. <b>Photo of the existing Repair Shop</b></li> </ol>

Delivery Period : **Thirty (30) Calendar Days**

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address