



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)

DATE September 06, 2022

PROJECT NO. : BUDGET-22-VRM-1167

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : RM – MOTOR VEHICLE (PARTS AND LABOR)  
Approved Budget of the Contract : Php 250,000.00  
End-User / Implementing Office : CITY BUDGET 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 09, 2022, 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 (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.

  
**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
	RM – MOTOR VEHICLE (PARTS AND LABOR)				
1	<p>TOYOTA COROLLA VIOS 1.3JM Plate No: SJA 732 - 2007 Model</p> <p><b>UNDERCHASSIS SIDE PARTS:</b> 2 pcs Front shock absorbers 2 pcs Rear shock absorber 2 pcs Front wheel bearing 2 pcs Rear wheel bearing</p> <p><b>LABOR:</b> Replace 4 pieces shock absorber - front &amp; rear Pull down wheel hub assy. Press job wheel bearing - 4 pcs</p> <p><b>ENGINE SIDE - PARTS:</b> 4 pcs Spark plug 1 pc Oil liter 1 pc Air cleaner 4 liters Engine oil 1 pc Valve cover gasket 1 pc Engine support - rear 1 pc Engine support - RH 1 pc Engine support - LH</p> <p><b>LABOR:</b> Change oil, replace fuel filter &amp; air cleaner Tune-up / adjust valve clearance Replace engine support</p> <p><b>AIRCON - PARTS:</b> 1 pc Compressor hub pulley</p> <p><b>LABOR:</b> Freon</p>	lot	1		

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2	<b>TOYOTA INNOVA G 2.0 Gasoline 2011</b> <b>Plate No. SJN 748</b>  Check-up Underchassis/Brakes, replacement defective parts – labor 2 pcs Shock Absorber front, lh/rh 1 set Brake Pad, Front 1 pc Car Battery (Maintenance free) 4 pcs Car Tires for INNOVA 2011 (205165 R15) Wheel Alignment & camber correction  Servicing of Aircon System (Cleaning, Freon) labor 1 lot Freon Gas 134-A 1 pc Filter Drier 1 pc Expansion Valve  Tune-up/Change Oil (engine/transmission) Labor 4 pcs Spark Plug 4 liters Engine Oil, synthetic 4 liters ATF Transmission oil 1 pc Oil Filter	lot	1		
3	<b>TOYOTA INNOVA 2.0 EGAS 2017 A/T</b> <b>Plate No. SAB 7035</b>  Check-up Underchassis/Brakes, replacement defective parts - labor 2 pcs Shock Absorber rear, lh/rh 2 pcs Shock Absorber front, lh/rh 1 set Brake Pad, Front 1 pc Car Battery (Maintenance free) 4 pcs Car Tires for INNOVA 2017 (205165 R16) Wheel Alignment & camber correction 1 set Fanbelt  Tune-up/Change Oil (engine/ transmission) Labor 4 pcs Spark Plug 4 liters Engine Oil 1 ml Engine Flush 4 liters ATF Transmission oil 1 pc Oil Filter  Servicing of Aircon System (Cleaning. Freon) labor 1 lot Freon Gas 1 pc Filter Drier 1 pc Expansion Valve 1 pc Fuel Filter 1 pc Air Filter 1 set Wiper Assy front and rear 1 pc Aircon compressor fanbelt	lot	1		
<b>Total Quoted Amount</b>					

Amount in Words :

Delivery Period

:

Thirty (30) Calendar Days

Warranty

:



<b>OTHER REQUIREMENTS:</b>
1. Statement of Warranty – minimum of six (6) months
2. Photos of existing repair shop

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

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

\_\_\_\_\_  
Date

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

COST DERIVATION

FOR ITEM NO. 1 - TOYOTA COROLLA VIOS 1.3JM Plate No: SJA 732 - 2007 Model

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	UNDERCHASSIS SIDE PARTS:				
1	Front shock absorbers	pc	2		
2	Rear shock absorber	pc	2		
3	Front wheel bearing	pc	2		
4	Rear wheel bearing	pc	2		
	LABOR:				
5	Replace shock absorber - front & rear	pc	4		
6	Pull down wheel hub assy.	lot	1		
7	Press job wheel bearing	pc	4		
	ENGINE SIDE - PARTS:				
8	Spark plug	Pc	4		
9	Oil liter	Pc	1		
10	Air cleaner	Pc	1		
11	Engine oil	Liter	4		
12	Valve cover gasket	Pc	1		
13	Engine support - rear	Pc	1		
14	Engine support - RH	pc	1		
15	Engine support - LH	Pc	1		
	LABOR:				
16	Change oil, replace fuel filter & air cleaner	Lot	1		
17	Tune-up / adjust valve clearance	Lot	1		
18	Replace engine support	Lot	1		
	AIRCON - PARTS:				
19	Compressor hub pulley	Pc	1		
	LABOR:				
20	Freon	lot	1		
TOTAL QUOTED AMOUNT FOR ITEM 1					

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COST DERIVATION

FOR ITEM NO. 2 - TOYOTA INNOVA G 2.0 Gasoline 2011 Plate No. SJN 748

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	UNDERCHASSIS SIDE PARTS:				
1	Check-up Underchassis/Brakes, replacement defective parts – labor	lot	1		
2	Shock Absorber front, lh/rh	pc	2		
3	Brake Pad, Front	set	1		
4	Car Battery (Maintenance free)	pc	1		
5	Car Tires for INNOVA 2011 (205165 R15)	pc	4		
6	Wheel Alignment & camber correction	lot	1		
7	Servicing of Aircon System (Cleaning, Freon) labor	lot	1		
8	Freon Gas 134-A	lot	1		
9	Filter Driet	Pc	1		
10	Expansion Valve	Pc	1		
11	Tune-up/Change Oil (engine/transmission) Labor	lot	1		
12	Spark Plug	Pc	4		
13	Engine Oil, synthetic	liter	4		
14	ATF Transmission oil	liter	4		
15	Oil Filter	Pc	1		
TOTAL QUOTED AMOUNT FOR ITEM 2					

Handwritten signature or initials.

COST DERIVATION

FOR ITEM NO. 3 - TOYOTA INNOVA 2.0 EGAS 2017 A/T Plate No. SAB 7035

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	UNDERCHASSIS SIDE PARTS:				
1	Check-up Underchassis/Brakes, replacement defective parts – labor	lot	1		
2	2 pcs Shock Absorber rear, lh/rh	pc	2		
3	2 pcs Shock Absorber front, lh/rh	pc	2		
4	1 set Brake Pad, Front	set	1		
5	1 pc Car Battery (Maintenance free)	pc	1		
6	4 pcs Car Tires for INNOVA 2017 (205/65 R16)	pc	4		
7	Wheel Alignment & camber correction	lot	1		
8	1 set Fanbelt	set	1		
9	Tune-up/Change Oil (engine/ transmission) Labor	lot	1		
10	4 pcs Spark Plug	Pc	4		
11	4 liters Engine Oil	liter	4		
12	1 ml Engine Flush	ml	1		
13	4 liters ATF Transmission oil	liter	4		
14	1 pc Oil Filter	pc	4		
15	Servicing of Aircon System (Cleaning, Freon) labor	lot	1		
16	1 lot Freon Gas	lot	1		
17	1 pc Filter Drier	pc	1		
18	1 pc Expansion Valve	pc	1		
19	1 pc Fuel Filter	pc	1		
20	1 pc Air Filter	pc	1		
21	1 set Wiper Assy front and rear	set	1		
22	1 pc Aircon compressor fanbelt	pc	1		
TOTAL QUOTED AMOUNT FOR ITEM 3					

