



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

DATE : SEPTEMBER 13, 2022

PROJECT NO. : OCM-22-VEHICLES-1004

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF MOTOR VEHICLE  
Approved Budget of the Contract : P 970,000.00  
End-User / Implementing Office : OFFICE OF THE CITY MAYOR

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 16, 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>1</b>	<b>VEHICLE WITH REAR DROPSIDE BODY</b> Vehicle Specifications: Engine Type: 4D56 2.5 L4 In-Line, Diesel Displacement (cc): 2477 Overall Length: 4,203mm Overall Width: 1,695mm Overall Height: 1,908mm Curb Weight: 1,250kg Payload: 1,045kg (Strd) Maximum Power: 70.72 PS / 4,200 rpm Transmission: 5 Speed Manual Suspension (front): Coil Spring with Stabilizer Suspension (rear): Semi-Elliptic Leaf Spring Brakes: Front Disc, Rear Drums Wheels: 14 inches x 5.0J Steel Rims Tires: 185R 14C, 8PR Seating Capacity (Front): 1+2 Persons Aircon System: Single Accessories: Sunshade (Tint), Matting, EWD Warranty: Three (3) years / 100,00 kms. (whichever comes first) Registration: Free LTO Process to Red Plate	Unit	1		
<b>TOTAL</b>					

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

**Other Requirements:**

1. **Statement of Warranty: Three (3) years / 100,00 kms. (whichever comes first)**
2. **Copy of Authority to Sell from the Manufacturer/Distributor/Dealer of the Motor Vehicle being offered which includes guarantee on after-sales services and availability of parts.**
3. **List of after-sales/maintenance services facilities located within Metro Manila.**

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

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

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

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

\_\_\_\_\_  
Date

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