



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

DATE : SEPTEMBER 13, 2022

PROJECT NO. : QCU-22-VRM-1180

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : REPAIR AND MAINTENANCE OF BUS  
Approved Budget of the Contract : P 186,460.80  
End-User / Implementing Office : QUEZON CITY UNIVERSITY

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>For King Long Bus with Plate Nos. SAB-6043</b>				
1	A/C Alternator Belt	piece	2		
2	A/C Compressor Belt	piece	2		
3	Crankshaft Pulley Compressor Belt	piece	1		
4	Crankshaft Fan Pulley Belt	piece	1		
5	Fan Belt	piece	1		
6	Main Alternator Belt	piece	2		
7	Oil Filter	piece	1		
8	Fuel Filter	bottle	1		
9	Fuel Water Separator Filter	piece	1		
10	Air Filter	set	1		
11	Oil Seal Axle	piece	2		
12	Oil Seal Hub	piece	2		
13	Engine Oil	liter	16		
14	Gear Oil (for transmission)	liter	13		
15	Gear Oil (for differential)	liter	13		
16	Grease	kilogram	8		
17	Backlite Glass	piece	1		
18	Sealant & other materials	set	1		
	<i>Labor</i>				
19	1) Preventive Maintenance Schedule (PMS) Change engine, differential and transmission oil, greasing, change filters	lot	1		

20	2) Repack Wheel Bearing	lot	1		
21	3) Check and Replace Belts	lot	1		
22	4) Replace Backlite Glass	lot	1		
<b>For King Long Bus with Plate No. SAB-6044</b>					
23	A/C Alternator Belt	piece	2		
24	A/C Compressor Belt	piece	2		
25	Crankshaft Pulley Compressor Belt	piece	1		
26	Crankshaft Fan Pulley Belt	piece	1		
27	Fan Belt	piece	1		
28	Main Alternator Belt	piece	2		
29	Oil Filter	piece	1		
30	Fuel Filter	bottle	1		
31	Fuel Water Separator Filter	piece	1		
32	Air Filter	set	1		
33	Oil Seal Axle	piece	2		
34	Oil Seal Hub	piece	2		
35	Engine Oil	liter	16		
36	Gear Oil (for transmission)	liter	13		
37	Gear Oil (for differential)	liter	13		
38	Grease	kilogram	8		
	<i>Labor</i>				
39	1) Preventive Maintenance Schedule (PMS) Change engine, differential and transmission oil, greasing, change filters	lot	1		
40	2) Repack Wheel Bearing	lot	1		
41	3) Check and Replace Belts	lot	1		
<b>TOTAL</b>					

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

<b>Other Requirements:</b>
• Photo of existing repair shop
• Statement of Warranty – minimum of six (6) months

Delivery Period : Thirty (30) calendar days

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

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

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

\_\_\_\_\_  
Date

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