



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

DATE : SEPTEMBER 13, 2022

PROJECT NO. : QCU-22-VRM-1181

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : REPAIR AND MAINTENANCE OF MOTOR VEHICLE
Approved Budget of the Contract : P 566,643.52
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
	FOR TOYOTA HI-ACE COMMUTER VAN 2014 MODEL WITH PLATE NO. SHZ-458				
1	Tires, tubeless, 195/R15C 8PR 106/104S Nano Energy Van LT	piece	4		
2	Headlight Bulb, 12V, 60W55W	piece	2		
3	Signal Light Bulb, 12V, 21W	piece	2		
4	Coolant, radiator, 2 liters/bottle	bottle	2		
5	Brake Fluid, 1 liter/bottle	bottle	2		
6	Automatic Transmission Fluid, 1 liter/bottle	bottle	5		
7	Brake Light Bulb, 12V, double contact	piece	2		
8	Brake Shoe kit, rear	set	1		
9	Wiper Blade	pair	1		
10	Tail Light Assembly, lens and body	set	1		
11	Brake Pad Kit	set	1		
12	Battery, 3SM Gold	unit	1		
	FOR TOYOTA HI-ACE COMMUTER VAN 2014 MODEL WITH PLATE NO. SHZ-459				
13	Tires, tubeless, 195/R15C 8PR 106/104S Nano Energy Van LT	piece	4		
14	Mirror Assembly, side, outer	unit	1		
15	Headlight Bulb, 12V, 60W55W	piece	2		
16	Signal Light Bulb, 12V, 21W	piece	2		
17	Glass Sub-Assembly, side window	set	1		
18	Coolant, radiator, 2 liters/bottle	bottle	2		
19	Brake Fluid, 1 liter/bottle	bottle	2		

20	Automatic Transmission Fluid, 1 liter/bottle	bottle	5		
21	Brake Light Bulb, 12V, double contact	piece	2		
22	Brake Shoe kit, rear	set	1		
23	Wiper Blade	pair	1		
24	Brake Pad Kit	set	1		
25	Battery, 3SM Gold	unit	1		
	FOR TOYOTA HI-ACE COMMUTER VAN 2014 MODEL WITH PLATE NO. SHZ-460				
26	Tires, tubeless, 195/R15C 8PR 106/104S Nano Energy Van LT	piece	4		
27	Headlight Bulb, 12V, 60W55W	piece	2		
28	Signal Light Bulb, 12V, 21W	piece	2		
29	Coolant, radiator, 2 liters/bottle	bottle	2		
30	Brake Fluid, 1 liter/bottle	bottle	2		
31	Automatic Transmission Fluid, 1 liter/bottle	bottle	5		
32	Brake Light Bulb, 12V, double contact	piece	2		
33	Brake Shoe kit, rear	set	1		
34	Wiper Blade	pair	1		
35	Tail Light Assembly, lens and body, rear	set	1		
36	Brake Pad Kit	set	1		
37	Stay Assembly, door lifter, back	set	1		
38	Battery, 3SM Gold	unit	1		
	FOR TOYOTA HI-ACE COMMUTER VAN 2014 MODEL WITH PLATE NO. SHZ-461				
39	Tires, tubeless, 195/R15C 8PR 106/104S Nano Energy Van LT	piece	4		
40	Headlight Bulb, 12V, 60W55W	piece	2		
41	Signal Light Bulb, 12V, 21W	piece	2		
42	Coolant, radiator, 2 liters/bottle	bottle	2		
43	Brake Fluid, 1 liter/bottle	bottle	2		
44	Automatic Transmission Fluid, 1 liter/bottle	bottle	5		
45	Brake Light Bulb, 12V, double contact	piece	2		
46	Brake Shoe kit, rear	set	1		
47	Wiper Blade	pair	1		
48	Brake Pad Kit	set	1		
49	Battery, 3SM Gold	unit	1		
	FOR TOYOTA HI-ACE COMMUTER VAN 2014 MODEL WITH PLATE NO. SHZ-463				
50	Tires, tubeless, 195/R15C 8PR 106/104S Nano Energy Van LT	piece	4		

51	Mirror Assembly, side, outer	unit	1		
52	Headlight Bulb, 12V, 60W55W	piece	2		
53	Signal Light Bulb, 12V, 21W	piece	2		
54	Coolant, radiator, 2 liters/bottle	bottle	2		
55	Brake Fluid, 1 liter/bottle	bottle	2		
56	Automatic Transmission Fluid, 1 liter/bottle	bottle	5		
57	Brake Light Bulb, 12V, double contact	piece	2		
58	Brake Shoe kit, rear	set	1		
59	Wiper Blade	pair	1		
60	Brake Pad Kit	set	1		
61	Stay Assembly, door lifter, back	set	1		
62	Battery, 3SM Gold	unit	1		
	FOR TOYOTA HI-ACE COMMUTER VAN 2014 MODEL WITH PLATE NO. SJB-299				
63	Tires, tubeless, 195/R15C 8PR 106/104S Nano Energy Van LT	piece	4		
64	Headlight Bulb, 12V, 60W55W	piece	2		
65	Signal Light Bulb, 12V, 21W	piece	2		
66	Coolant, radiator, 2 liters/bottle	bottle	2		
67	Brake Fluid, 1 liter/bottle	bottle	2		
68	Automatic Transmission Fluid, 1 liter/bottle	bottle	5		
69	Brake Light Bulb, 12V, double contact	piece	2		
70	Brake Shoe kit, rear	set	1		
71	Wiper Blade	pair	1		
72	Brake Pad Kit	set	1		
73	Battery, 3SM Gold	unit	1		
	FOR TOYOTA VIOS SHL-824				
74	Shock Mounting, front	piece	2		
75	Alternator Assembly, W/R	set	1		
76	Fan Belt, V-ribbed	piece	1		
77	Coolant, radiator, 2 liters per bottle	bottle	2		
78	Brake Fluid, 1 liter per bottle	bottle	2		
79	Automatic Transmission Fluid, 1 liter per bottle	bottle	1		
80	Tires, tubeless, 185/60R15 84H E70B	piece	4		
81	Battery, 1SM Gold	unit	1		
	FOR TOYOTA REVO SGZ-877				
82	Air Filter	piece	1		

83	Spark Plug	set	4		
84	Ignition Coil	piece	1		
85	Fan Belt, V-ribbed	bottle	1		
86	Alternator Belt, V-ribbed	bottle	1		
87	Compressor Belt, V-ribbed	bottle	1		
88	Brake Pad	piece	1		
89	Brake Shoe	unit	1		
90	Coolant, radiator, 2 liters	bottle	2		
91	Brake Fluid, 1 liter	bottle	2		
92	Automatic Transmission Fluid, 1 liter	bottle	4		
93	Tires, tubeless, 195/65R15	piece	4		
94	Battery, 2SM Enduro	unit	1		
TOTAL:					

Amount in Words: _____

Other Requirements:
• Statement of Warranty – minimum of six (6) months

Delivery Period : Fifteen (15) calendar days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address