



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

DATE : OCTOBER 18, 2022

PROJECT NO. : DPOS-22-VPA-1048B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RM – MOTOR VEHICLE (SPARE PARTS)
Approved Budget of
the Contract : P 671,000.00
End-User /
Implementing Office : DEPARTMENT OF PUBLIC ORDER AND SAFETY

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 **OCTOBER 21, 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.


ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC-Secretariat

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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
1	Accelerator 3 Pin Connector (Hall Type)	piece	9		
2	Front Brake Pad Set For E-Trike 68 V (Blue) (Black) (Reversible Brake Pad)	piece	20		
3	Brake Shoe (RR) Set	set	20		
4	Buzzer Assy Back	piece	12		
5	Dust Wheel Front	piece	20		
6	Front brake master caliper, hose length: 170cm, set assembly of brake master and caliper	piece	3		
7	Front Tire For E-Trike 68 V (Blue)	piece	13		
8	Front Wheel Bearing (#6204) per set	set	12		
9	Horn For E-Trike 68 V (Blue) (12Volts)	piece	5		
10	Lamp Assembly Head For E-Trike 68 V (Blue)	piece	10		
11	Leaf spring 68 kV for E-Trike	piece	14		
12	Left And Right-Side Mirror For E-Trike 68 V (14mm bolt sizes)	piece	20		
13	Oil cap 68 kV or E-Trike	piece	20		
14	Push pin 68 kV for E-Trike	piece	50		
15	Parking Cable Assembly Set 3mm cable wire-CTR,LH & RH	piece	11		
16	Parking lever 30 cm length	piece	5		
17	Rear Tire For E-Trike 68 V (Blue)	piece	10		
18	Rear View Side Mirror for E-Trike (with 10mm bolt)	piece	20		
19	Rubber bushing (short)	piece	28		
20	Steering handle metal tubular	piece	8		

Handwritten signature and initials.

21	Lithium-ion Supplementary Battery For E-Trike 68 V (Blue) Model of Battery; MF9 - B / 2 VOLTS	piece	13		
22	Switch Console	piece	7		
23	Switch FR Stop	piece	6		
24	Switch Handle Multi Switch Assembly 9 PIN Connector	piece	5		
25	Switch Hazard	piece	6		
26	Key Slot Switch For E-Trike (4 pin connector socket)	piece	12		
27	Tall Lights For E-Trike 68 V (Blue) (Set assembly, LED Type, Waterproof Insulation, 3 x 7.5 inches)	piece	20		
28	Upper and Under Bearing, Upper (Ball Race Type), Under (Knuckle Type)	piece	7		
29	Windshield For E-Trike 68 V (Trapezoid Shape, Dimensions: 100mm top, 75mm bottom, 70mm left and right, height: 68mm)	piece	3		
				TOTAL	

Amount in Words: _____

Delivery Period : Thirty (30) Calendar days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

