



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

DATE : November 22, 2022

PR NO. : DBO-22-VRM-1618

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **RM – MOTOR VEHICLE (PARTS AND LABOR)** ✓
Approved Budget of the Contract : **Php997,720.00** ✓
End-User / Implementing Office : **DEPARTMENT OF THE BUILDING OFFICIAL** ✓

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 **November 25, 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

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
	TOYOTA AVANZA J, 2018				
1	Brake Master Assembly	Unit	12		
2	Brake Pad, L/R	Set	12		
3	Brake Fluid, DOT4, 1 Liter	Bottle	12		
4	Labor	Lot	1		
5	Aircon Freon, 1 kilo	Unit	12		
6	Aircon Expansion Valve	Bottle	12		
7	Vacuum Oil, 1 liter per bottle	Unit	12		
8	Evaporator	Unit	12		
9	Aircon Cleaning (Freon refilling, vacuum oil, pulldown evaporator & condenser, flashing)	Lot	1		
	SUZUKI APV, 2015				
10	Brake Master Assembly	Unit	9		
11	Brake Pad, L/R	Set	9		
12	Brake Fluid, DOT4, 1 Liter	Bottle	9		
13	Labor	Lot	1		
14	Aircon Freon, 1 kilo	Unit	9		
15	Aircon Expansion Valve	Unit	9		
16	Vacuum Oil, 1 liter per bottle	Bottle	9		
17	Evaporator	Unit	9		
18	Aircon Cleaning (Freon refilling, vacuum oil, pulldown evaporator & condenser, flashing)	Lot	1		
	TOYOTA AVANZA J, 2018, SAB 8094				
19	Aircon Compressor	Unit	1		
20	Labor	Lot	1		
	SUZUKI APV, 2015, SAA 3139				
21	Auxiliary Fan	Unit	1		

22	Shock Mounting, front, L/R	Set	1		
23	Stabilizer link, front, L/R	Set	1		
24	Radiator Fan	Unit	1		
25	Stabilizer Bushing, front, L/R	Set	1		
26	Auxiliary Fan Motor	Unit	1		
27	Labor	Lot	1		
SUZUKI APV, 2015 SAA 3145					
28	Shock Absorber, L/R	Set	1		
29	Engine Head Gasket	Set	1		
30	Tie Rod, L/R	Set	1		
31	Valve Seal	Set	1		
32	Camshaft Oil Seal	Set	1		
33	Labor	Lot	1		

Total Quoted Amount					

Amount in Words : _____

OTHER INSTRUCTIONS/SPECIFICATIONS:	
<ul style="list-style-type: none"> ➤ Statement of Warranty: Minimum of Six (6) Months ➤ Photo of Existing Repair Shop 	

Delivery Period : Until December 31, 2022

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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