



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



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : NOVEMBER 22, 2022

PROJECT NO. : OCM-22-VRM-1722

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RM-MOTOR VEHICLE (PARTS AND LABOR)
Approved Budget of
the Contract : P 552,890.00
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 **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
	SUZUKI ESPRESSO, G20301				
1.	Freon gas, 134 – A	Lot	1		
2.	Flushing of system	Lot	1		
3.	Sparkplug	Piece	3		
4.	Battery, NS40	Piece	1		
5.	Engine oil	Gallon	1		
6.	Oil filter	Piece	1		
	SUZUKI ESPRESSO, G20315				
7.	Freon gas, 134 – A	Lot	1		
8.	Flushing of system	Lot	1		
9.	Sparkplug	Piece	3		
10.	Battery, NS40	Piece	1		
11.	Engine oil	Gallon	1		
12.	Oil filter	Piece	1		
	SUZUKI ESPRESSO, G20286				
13.	Freon gas, 134 – A	Lot	1		
14.	Flushing of system	Lot	1		
15.	Sparkplug	Piece	3		
16.	Battery, NS40	Piece	1		
17.	Engine oil	Gallon	1		
18.	Oil filter	Piece	1		
	SUZUKI ESPRESSO, G20916				
19.	Freon gas, 134 – A	Lot	1		
20.	Flushing of system	Lot	1		
21.	Sparkplug	Piece	3		
22.	Battery, NS40	Piece	1		
23.	Engine oil	Gallon	1		
24.	Oil filter	Piece	1		

Handwritten signature and initials.

	SUZUKI ESPRESSO, G20292				
25.	Freon gas, 134 – A	Lot	1		
26.	Flushing of system	Lot	1		
27.	Sparkplug	Piece	3		
28.	Battery, NS40	Piece	1		
29.	Engine oil	Gallon	1		
30.	Oil filter	Piece	1		
	SUZUKI ESPRESSO, G2J010				
31.	Freon gas, 134 – A	Lot	1		
32.	Flushing of system	Lot	1		
33.	Sparkplug	Piece	3		
34.	Battery, NS40	Piece	1		
35.	Engine oil	Gallon	1		
36.	Oil filter	Piece	1		
	SUZUKI ESPRESSO, G20914				
37.	Freon gas, 134 – A	Lot	1		
38.	Flushing of system	Lot	1		
39.	Sparkplug	Piece	3		
40.	Battery, NS40	Piece	1		
41.	Engine oil	Gallon	1		
42.	Oil filter	Piece	1		
	SUZUKI ESPRESSO, G2M679				
43.	Freon gas, 134 – A	Lot	1		
44.	Flushing of system	Lot	1		
45.	Sparkplug	Piece	3		
46.	Battery, NS40	Piece	1		
47.	Engine oil	Gallon	1		
48.	Oil filter	Piece	1		
	SUZUKI ESPRESSO, G200307				
49.	Freon gas, 134 – A	Lot	1		
50.	Flushing of system	Lot	1		
51.	Sparkplug	Piece	3		
52.	Battery, NS40	Piece	1		
53.	Engine oil	Gallon	1		
54.	Oil filter	Piece	1		
55.	Pull-down alternator assembly to replace defective parts.	Lot	1		
56.	Pilot Bearing	Piece	1		
	SUZUKI ESPRESSO, G20294				
57.	Freon gas, 134 – A	Lot	1		
58.	Flushing of system	Lot	1		
59.	Sparkplug	Piece	3		
60.	Battery, NS40	Piece	1		
61.	Engine oil	Gallon	1		
62.	Oil filter	Piece	1		
63.	Clutch Disc	Piece	1		
64.	Pressure Plate	Piece	1		



65.	Release Bearing	Piece	1		
66.	Pilot Bearing	Piece	1		
67.	Clutch Cable Assy.	Piece	1		
	SUZUKI ESPRESSO, G2M721				
68.	Sparkplug	Piece	3		
69.	Battery, NS40	Piece	1		
70.	Engine oil	Gallon	1		
71.	Oil filter	Piece	1		
72.	Oxygen Sensor	Piece	1		
	SUZUKI ESPRESSO, G2J143				
73.	Freon gas, 134 – A	Lot	1		
74.	Flushing of system	Lot	1		
75.	Sparkplug	Piece	3		
76.	Battery, NS40	Piece	1		
77.	Engine oil	Gallon	1		
78.	Oil filter	Piece	1		
79.	Clutch Disc	Piece	1		
80.	Pressure Plate	Piece	1		
81.	Release Bearing	Piece	1		
82.	Pilot Bearing	Piece	1		
83.	Clutch Cable Assy.	Piece	1		
84.	Flywheel Reface	Lot	1		
	SUZUKI ESPRESSO, G2M667				
85.	Freon gas, 134 – A	Lot	1		
86.	Flushing of system	Lot	1		
87.	Sparkplug	Piece	3		
88.	Battery, NS40	Piece	1		
89.	Engine oil	Gallon	1		
90.	Oil filter	Piece	1		
	SUZUKI ESPRESSO, G20911				
91.	Freon gas, 134 – A	Lot	1		
92.	Flushing of system	Lot	1		
93.	Sparkplug	Piece	3		
94.	Battery, NS40	Piece	1		
95.	Engine oil	Gallon	1		
96.	Oil filter	Piece	1		
97.	Clutch Disc	Piece	1		
98.	Pressure Plate	Piece	1		
99.	Release Bearing	Piece	1		
100.	Pilot Bearing	Piece	1		
	MITSUBISHI L-300FB, NGM2628				
101.	Tires, size 185 R14C	Piece	4		
102.	Wheel alignment and camber correction	Lot	1		
	MITSUBISHI L-300FB, NGM2629				
103.	Freon gas, 134 – A	Lot	1		
104.	Flushing of system	Lot	1		

105.	Filter drier	Piece	1		
106.	Expansion valve	Piece	2		
107.	Compressor assy.	Piece	1		
108.	Tires, size 185 R14C	Piece	4		
109.	Wheel alignment and camber correction	Lot	1		
110.	Battery, 3SMF	Piece	1		
111.	Engine oil	liter	5		
112.	Oil filter	Piece	1		
113.	Air cleaner	Piece	1		
	MITSUBISHI L-300FB, NGM2630				
114.	Tires, size 185 R14C	Piece	4		
115.	Wheel alignment and camber correction	Lot	1		
116.	Battery, 3SMF	Piece	1		
	MITSUBISHI L-300FB, NGM2631				
117.	Tire, size 185 R14C	Piece	4		
118.	Wheel alignment and camber correction	Lot	1		
119.	Battery, 3SMF	Piece	1		
	TOYOTA AVANZA, SAB3526				
120.	Tire, size 185 / 70 R14	Piece	2		
121.	Wheel alignment and camber correction	Lot	1		
TOTAL					

Amount in Words: _____

Other Requirements:
1. Statement of Warranty - Minimum of Six (6) months. -
2. Photo of existing repair shop ✓

Delivery Period : Twenty (20) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

