



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 08, 2022

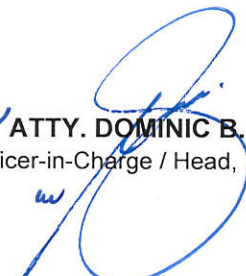
PROJECT NO. : QCPL-22-VRM-1449

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : RM - MOTOR VEHICLES (PARTS AND LABOR)
Approved Budget of the Contract : P 482,824.50
End-User / Implementing Office : QUEZON CITY PUBLIC LIBRARY

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 11, 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 - Plate No. SAB 7041				
1	Battery NS60	pc.	1		
2	Tire 185/70 R14 88S	pcs.	4		
3	Wiper Blade	set	1		
	TOYOTA INNOVA - Plate No. SKR 872				
4	Battery 2SM	pc.	1		
5	Tire 205/65 R15 94H	pcs.	4		
6	Wiper Blade	set	1		
7	Valve Cover Gasket	pc.	1		
8	Transmission Oil	Bottle	1		
	KIA - Plate No. SJX363				
9	Battery 3SM	pc.	1		
10	Tire 195 R14 C	pcs.	4		
11	Wiper Blade	set	1		
12	Valve Cover Gasket	pc.	1		
13	Window lock	set	1		
14	Paint	gal	1		
	MULTICAB - Plate No. SFY282				
15	Battery NS40	pc.	1		
16	Tire 175/70 R13	pcs.	4		
17	Wiper Blade	set	1		
18	Valve Cover Gasket	pc.	1		
19	Tail Lights	set	1		
20	Paint	gal	1		
	FX - Plate No. SEU417				
21	Battery 2SM	pc.	1		
22	Tire 175-R 13C 97/95 N	pcs.	4		
23	Wiper Blade	set	1		
24	Brake Shoe Pad	pc.	1		
25	Windows Mechanism	set	1		
26	Windows Tint	roll	1		
27	Paint	gal	1		
	BOOK MOBILE 1 - Plate No. SAA3300				
28	Battery 3SM	pc.	2		
29	Tire 700-16 LT	pcs.	4		
30	Wiper Blade	set	1		
31	Flourescent lamp 24w	pc	1		
32	Wiper washer	set	1		
	BOOK MOBILE 2 - Plate No. SAA1832				
33	Wiper Blade	set	1		
34	Wiper Washer	set	1		

35	Radiator Hose	pc.	1		
36	Battery 3SM	pcs.	2		
37	Crocodile Jack	pc.	1		
	BOOK MOBILE 3 - Plate No. ZW2442				
38	Battery 3SM	pcs.	2		
39	Tire 7.50 - 16LT	pcs.	4		
40	Wiper Blade	set	1		
41	Hazard Relay Switch	pc.	1		
42	Crocodile Jack	pc.	1		
	NEEDED FOR REPAIR				
43	Boysen Quick Dry Enamel 4L	Liters	1		
44	Primer 1L	Liter	1		
45	Paint Thinner	Gal	3		
46	Locker Thinner	pcs.	2		
47	Paint Brush 2inches	pcs.	2		
48	Baby Roller	pcs.	2		
49	Sand Paper 100mm	pcs.	1		
TOTAL					

OTHER REQUIREMENTS:

1. Statement of Warranty – minimum of six (6) months
2. Photos of existing repair shop

Delivery Period: **THIRTY (30) CALENDAR DAYS**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address