



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



REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : MAY 30, 2023

PROJECT NO. : QCU-23-VRM-0215

Name of Company :  
Address :  
Contact No. :  
Project Title : REPAIR AND MAINTENANCE OF MOTOR VEHICLE  
Approved Budget of the Contract : Php141,016.47  
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 **JUNE 02, 2023, 10:00 AM** 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 (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (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
1	<p><b>Repair and Maintenance of Toyota Vios SHL-824</b></p> <p>LABOR</p> <p>1. Replace Front Shock Absorbers LH and RH</p> <p>PARTS</p> <p>a. Seal Dust</p> <p>b. Insulator Front Coil Spring</p> <p>c. Bumper Front Spring</p> <p>d. Support Shock Absorber FR Suspension</p> <p>LABOR</p> <p>2. Perform Conventional Aircon Cleaning</p> <p>PARTS</p> <p>a. Aircon Freon</p> <p>b. Compressor Oil</p> <p>c. Compressor Assembly</p> <p>d. Dryer, Cooler</p> <p>e. Expansion Valve</p> <p>f. Aircon Enhancer</p> <p>LABOR</p> <p>3. Replace Fan Motor</p> <p>PARTS</p> <p>a. TSLC (2 liters)</p> <p>b. Cooling Fan Motor</p> <p>LABOR</p> <p>4. Toyota Car Care</p> <p>PARTS</p> <p>a. Genuine Engine Room Cleaner</p> <p>b. Genuine Engine Room Coat</p> <p>c. POL Car Care (Engine Wash)</p> <p>d. Vehicle Sanitation – Genuine Bactaklenz (7ml)</p>	lot	1		
TOTAL:					



Amount in Words: \_\_\_\_\_

Delivery Period : Thirty (30) Calendar Days ✓  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

<b>Other Requirements:</b> ✓
1) Statement of Warranty – Minimum of Six (6) Months ✓
2) Photo/s of existing repair shop ✓

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# COST DERIVATION

PROJECT TITLE: REPAIR AND MAINTENANCE OF MOTOR VEHICLE  
PROJECT NUMBER: QCU-23-VRM-0215

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
LABOR					
1	Replace Front Shock Absorbers LH and RH	lot	1		
PARTS					
a	Seal Dust	piece	2		
b	Insulator Front Coil Spring	piece	2		
c	Bumper Front Spring	piece	2		
d	Support Shock Absorber FR Suspension	bottle	2		
LABOR					
2	Perform Conventional Aircon Cleaning	lot	1		
PARTS					
a	Aircon Freon	lot	1		
b	Compressor Oil	bottle	1		
c	Compressor Assembly	set	1		
d	Dryer, Cooler	unit	1		
e	Expansion Valve	set	1		
f	Aircon Enhancer	pair	1		
LABOR					
3	Replace Fan Motor	lot	1		
PARTS					
a	TSLC (2 liters)	bottle	2		
b	Cooling Fan Motor	unit	1		
LABOR					
4	Toyota Car Care	lot	1		





PARTS					
a	Genuine Engine Room Cleaner ✓	lot	1		
b	Genuine Engine Room Coat ✓	lot	1		
c	POL Car Care (Engine Wash) ✓	lot	1		
d	Vehicle Sanitation – Genuine Bactaklenz (7ml) ✓	bottle	1 ✓		
TOTAL:					

Handwritten signature and initials in blue and purple ink.