



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 : November 07, 2023

PROJECT NO. : OCM-23-VRM-1696

Name of Company :  
Address :  
Contact No. :  
Project Title : RM - MOTOR VEHICLE (PARTS AND LABOR)  
Approved Budget of the Contract : Php523,210.00  
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 10, 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
	SUZUKI S-PRESSO, G2M667 - tune-up engine, change oil				
	Replace wiper blades and auxiliary fan				
1	Spark plug	piece	3		
2	Engine oil	gallon	1		
3	Oil filter	piece	1		
4	Wiper blade	set	1		
5	Fan motor	piece	1		
	Repair of brake system and supply of tires				
6	Brake pad	set	1		
7	Brake shoe	set	1		
8	Tires, size: 165/R14	piece	2		
9	Wheel alignment & camber correction	lot	1		
	SUZUKI S-PRESSO, NGM4594 - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
10	Freon gas, 134-A	lot	1		
11	Flushing of system	lot	1		
	Tune-up engine, change oil, replace wiper blades and supply of tires				
12	Spark plug	piece	3		
13	Engine oil	gallon	1		
14	Oil filter	piece	1		
15	Tires, size: 165/70 R14	gallon	2		
16	Wheel alignment & camber correction	lot	1		
	SUZUKI S-PRESSO, G20914 - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
17	Freon gas, 134-A	lot	1		
18	Flushing of system	lot	1		
	Repair of brake system, replace fan belts and supply of tires				



19	Brake pad	set	1		
20	Brake shoe	set	1		
21	Fan belt, alternator	piece	1		
22	Fan belt, air-con	gallon	1		
23	Tire, size: 165/70 R14	piece	2		
24	Wheel alignment and camber correction	lot	1		
	<b>SUZUKI S-PRESSO, G2M721</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
25	Freon gas, 134-A	lot	1		
26	Flushing of system	lot	1		
	Repair of brake system, overhaul radiator assembly and supply of tires				
27	Brake pad	set	1		
28	Brake shoe	set	1		
29	Overhaul of radiator assembly	lot	1		
30	Tire, size: 165/70 R14	piece	4		
31	Wheel alignment and camber correction	lot	1		
	<b>SUZUKI S-PRESSO, G2M679</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
32	Freon gas, 134-A	lot	1		
33	Flushing of system	lot	1		
	Tune-up engine, change oil, replace wiper blades and auxiliary fan				
34	Spark plug	piece	3		
35	Engine oil	gallon	1		
36	Oil filter	piece	1		
37	Fan Motor	piece	1		
38	Wiper blade	set	1		
	Repair of brake system and supply of tires				
39	Brake pad	set	1		
40	Brake shoe	set	1		
41	Tire, size: 165/70 R14	piece	2		
42	Wheel alignment and camber correction	lot	1		
	<b>SUZUKI S-PRESSO, G20315</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
43	Freon gas, 134-A	lot	1		
44	Flushing of system	lot	1		
	Full down transmission assembly to replace necessary parts				
45	Clutch disc	piece	1		
46	Pressure plate	piece	1		
47	Release bearing	piece	1		
48	Pilot bearing	piece	1		
49	Clutch cable assembly	piece	1		
	Repair of brake system, replace wiper blades and supply of tires				
50	Brake pad	set	1		
51	Wiper blade	set	1		



52	Brake shoe	set	1		
53	Tire, size: 165/70 R14	piece	2		
54	Wheel alignment and camber correction	lot	1		
	<b>SUZUKI S-PRESSO, G20307</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
55	Freon gas, 134-A	lot	1		
56	Flushing of system	lot	1		
	Replace wiper blades and supply of tires				
57	Wiper blade	set	1		
58	Tire, size: 165/70 R14	piece	2		
59	Wheel alignment and camber correction	lot	1		
	<b>SUZUKI S-PRESSO, G20301</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
60	Freon gas, 134-A	lot	1		
61	Flushing of system	lot	1		
	Tune-up engine, change oil, replace wiper blades and auxiliary fan				
62	Spark plug	piece	3		
63	Engine oil	gallon	1		
64	Oil filter	piece	1		
65	Fan Motor	piece	1		
	Repair of brake system, replace wiper blades and supply of tires				
66	Brake pad	set	1		
67	Brake shoe	set	1		
68	Wiper blade	set	1		
69	Tire, size: 165/70 R14	piece	2		
70	Wheel alignment and camber correction	lot	1		
	<b>SUZUKI S-PRESSO, G20294</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
71	Freon gas, 134-A	lot	1		
72	Flushing of system	lot	1		
	Tune-up engine, change oil, replace wiper blades and supply of tires				
73	Spark plug	piece	3		
74	Engine oil	gallon	1		
75	Oil filter	piece	1		
76	Tire, size: 165/70 R14	piece	4		
77	Wheel alignment and camber correction	lot	1		
	<b>SUZUKI S-PRESSO, G20292</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
78	Freon gas, 134-A	lot	1		
79	Flushing of system	lot	1		
	Repair of brake system, replace wiper blades crank-shaft oil seal and supply of tires				
80	Brake pad	set	1		
81	Brake shoe	set	1		
82	Wiper blade	set	1		
83	Tire, size: 165/70 R14	piece	2		
84	Wheel alignment and camber correction	lot	1		
	<b>SUZUKI S-PRESSO, G20911</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				



85	Freon gas, 134-A	lot	1		
86	Flushing of system	lot	1		
	Full down transmission assembly, to replace necessary parts				
87	Clutch disc	piece	1		
88	Pressure plate	piece	1		
89	Release bearing	piece	1		
90	Pilot bearing	piece	1		
91	Clutch cable assembly	piece	1		
	Repair of brake system, tie rod end, replace wiper blades and supply of tires				
92	Brake pad	set	1		
93	Brake shoe	set	1		
94	Wiper blade	set	1		
95	Tire, size: 165/70 R14	piece	2		
96	Wheel alignment and camber correction	lot	1		
97	Tie rod end, lh	piece	1		
98	Tie rod end, rh	piece	1		
	<b>SUZUKI S-PRESSO, G2J143</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
99	Freon gas, 134-A	lot	1		
100	Flushing of system	lot	1		
	Tune-up engine, change oil, replace wiper blades and supply of tires				
101	Spark plug	piece	3		
102	Engine oil	gallon	1		
103	Oil filter	piece	1		
104	Wiper blade	set	1		
105	Tire, size: 165/70 R14	piece	2		
106	Wheel alignment and camber correction	lot	1		
	Repair of brake system and replace auxiliary fan				
107	Brake pad	set	1		
108	Brake shoe	set	1		
109	Fan motor	piece	1		
	<b>SUZUKI S-PRESSO, G2J010</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts				
110	Freon gas, 134-A	lot	1		
111	Flushing of system	lot	1		
	Repair of brake system, replace wiper and supply of tires				
112	Brake pad	set	1		
113	Brake shoe	set	1		
114	Wiper blade	set	1		
115	Tire, size: 165/70 R14	piece	2		
116	Wheel alignment and camber correction	lot	1		
	RM: Motor Vehicle - Office of the Mayor				
117	Battery: 3SMF	piece	2		
	<b>MITSUBISHI L-300FB, NGM2632</b> - General servicing of air-con system for cleaning, pull-down evaporator, re-charge Freon gas and replace necessary parts:				
118	Freon gas, 134-A	lot	1		
119	Flushing of system	lot	1		
120	Filter drier	piece	1		



121	Expansion valve	piece	2		
122	Blower motor, rear	piece	1		
	MITSUBISHI L-300FB, NGM2630 - Tune-up engine, change oil and replace brake pad				
123	Engine oil	liter	6		
124	Oil filter	piece	1		
125	Fuel filter	piece	1		
126	Air cleaner	piece	1		
127	Brake pad	set	1		
TOTAL:					

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

\_\_\_\_\_

Delivery Period : Upon request by the end-user  
until December 31, 2023

Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

Other Requirement/s:
1. Statement of Warranty – Minimum of Six (6) Months.
2. Photo/s of existing repair shop.

MP