



**REQUEST FOR QUOTATION
 NEGOTIATED PROCUREMENT
 SECTION 53.1**

DATE : MAY 23, 2024

PROJECT NO. : CGSD-24-VRM-0361

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTORCYCLES (PARTS AND LABOR)
 Approved Budget of the Contract : Php 566,606.00
 End-User / Implementing Office : CITY GENERAL SERVICES DEPARTMENT

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 **MAY 28, 2024, 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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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**.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.


MA. MARGARITA S. MEJIA, DPA
 Chairperson, BAC Goods and Services

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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 align="center">CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTORCYCLES (PARTS AND LABOR)</p> <p><u>Coverage:</u> This Project shall cover the following fleet of city-owned light motor vehicles under the administrative control and supervision of the CGSD:</p> <p><u>Type of Vehicles:</u></p> <ul style="list-style-type: none"> • YAMAHA/JR/NMAX • KAWASAKI • HONDA • MOTOR STAR • SUZUKI 125 • KYMCO • PMR100 <p><u>Scope of Project</u></p> <p>CORRECTIVE AND PREVENTIVE MAINTENANCE:</p> <p><i>Corrective Maintenance</i> - refers to maintenance services that rectify and repair defective functional systems of a motorcycle which may be discovered while performing routine inspection, regular preventive maintenance or emergency, sudden, and un-predetermined vehicles' malfunctions due to wear and tear and/or damages resulting from a vehicular accident.</p> <p><i>Preventive Maintenance</i> – refers to the performance of regularly scheduled of maintenance procedures of a motorcycle to prevent possibility of malfunctions by adhering to and/or exceeding the motorcycle manufacturer's recommended minimum maintenance requirements.</p>	lot	1		

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The following corrective and preventive maintenance services are covered by the scope of work of this Project:

- Greasing
- Wheel Alignment
- Vulcanizing
- Electrical Works
- Engine Overhaul
- Body repair and painting
- Upholstery
- Replacement of tires
- Replacement of batteries
- Replacement of Sprocket and Chain
- Replacement of pulley ball bearing and belts
- Replacement of brake-pad and brake shoe
- Replacement of shock absorber

Other services including the needed spare parts, materials and supplies, which are not included in item enumerated above may also be covered by this TOR in lieu thereof, provided however, that its costs will not result in excess of the ABC stated in the Terms of Reference (Section XII).

Delivery Period of Maintenance Services

The following maintenance services shall be performed and completed/delivered within the period stated below:

No.	Nature of Service	Completion/Delivery Period (in Calendar Days)
1.	Greasing all bearing	2 days
2.	Wheel Alignment	2 days
3.	Vulcanizing	1 day
4.	Electrical Works	7 days
5.	Engine overhaul	15 days
6.	Body repair and painting	15 days
7.	Upholstery	2 days
8.	Replacement of tires	2 days
9.	Replacement of batteries	2 days
10.	Replacement of sprocket and chain	4 days
11.	Replacement of pulley ball bearing and belt	4 days
12.	Replacement of brake pad and brake shoe	3 days
13.	Replacement of shock absorber	3 days

Terms of Payment

Claims for payment shall be done by the Service Provider on a "monthly basis" in accordance with the terms and conditions of the contract, supported by the

<p>following basic documents, in addition to the documentary requirements mandated by existing COA Rules and Regulations:</p> <ul style="list-style-type: none"> • Summary of Monthly Job Order Services Rendered/Completed; • Statement of Account; • Sales Invoice/s; • Approved "Job Order Request" Form duly acknowledged and accepted by the head of the Motorpool Division and by the head of the End-user; • Duly accomplished and signed Pre-repair/Post-repair Inspection Report; and • Copy of the Contract with the Service Provider <p><i>(With attached Terms of Reference which will form an integral part of this Request for Quotation)</i></p>				
TOTAL				

Amount in Words:

Delivery Period : **Upon Issuance of Notice to Proceed until December 31, 2024**

Warranty : _____

OTHER REQUIREMENTS:

1) Statement of Warranty:

All works shall be guaranteed by the Service Provider for a period of one (1) month on service and three (3) months on spare parts installed from date of its final acceptance. Back job, if any, shall be done by the Service Provider at no cost to the QCG or "free-of-charge."

2) List of Manpower Requirement indicating their names and positions supported by a Certification of the bidder that they are lawfully employed by the bidder during the duration of the project

- One (1) competent maintenance managers, and/or supervisor/s
- Two (2) motorcycle electricians
- Six (6) trained and skilled mechanics capable of maintaining and troubleshooting of engine and various repair works of different types and brands of motorcycles, more especially those included in our fleet of motorcycles.

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3) **Affidavit of Undertaking that the service provider will provide the following:**

▪ **Location and Accessibility**

That the workshop facility must be located within the territorial jurisdiction of Quezon City and located along or near main roads with convenient access, so that motorcycles for repair may be easily transferred to the Service Provider's workshop facility.

▪ **Tools and Equipment**

- The workshop must have basic towing and garage equipment, tools and facilities such as:
 - Pit tools such as complete sets of spanners, screw drivers, wrenches, hammers, etc.;
 - Compressor unit
 - Normal lift jacks;
 - Tire change tools;
 - Electrical inspection set such as meters and gauges;
 - Working facilities including several covered inspection areas, service bays, washing bays and inspection kits and
 - Such other tools and equipment necessary to perform and complete the required repair works.

▪ **Work Area**

- repair bay/yard with at least fifty (50) sq.m. enough for turning and entering of motorcycles.

▪ **Safety and Security**

- the workshop facility must be fenced with night-time lighting, CCTV cameras and security guards and is not flooded during rainy season under normal volume of rainfall

▪ **Availability of Spare Parts**

- adequate motorcycle parts inventory required for the usual vehicle defects or malfunctions due to normal wear and tear based on prior experience and business volume needs in order to give quick service and prevent any inconvenience arising from long delay of repair works.

▪ **Experience**

- At least three (3) years of experience in the repairs and maintenance works of motorcycles of various types and brands

▪ **Repair and Maintenance Services**

- All supplies, personnel, equipment, tools, materials, supervision, and other items or services necessary to perform the management and operation of motorcycle repairs and maintenance functions as defined in the scope of work specified in Section V hereof. *Ensure that all maintenance personnel have current and valid professional certifications before operating LGU-QC vehicles;*
- All supplies and materials of a type and quality that conform to existing vehicle's specifications and standards. All supplies, materials, and equipment to be used in the performance of work described herein are subject to be checked.
- **Top priority** and attention to all maintenance requests of the CGSD for any work/job order relative to the scope of work herein defined;
 - Professional welding services;
 - Up to date diagnostic scanning equipment;
 - Tire pressure equipment with reprogrammable capability;
 - Tire equipment to properly remove and replace;
 - Brake fluid replacement system;
 - Full-service equipment and overhaul equipment as well; and
 - Such other tools and equipment as may be required to perform any motorcycle repair works
- Warranties for all services performed and "back job", if any, must be done free of charge;

- If necessary 24/7 available, onsite maintenance for motorcycles which, because of their design or immobility, cannot be economically delivered to the motorcycle's maintenance facility of the Service Provider;
- Specialist for repair and maintenance of all types of motorcycle regardless of brand, more especially those vehicles included in our fleet of motorcycles;
- Services only upon receipt of maintenance request authorized by the head of the CGSD or his/her designated representative. Any unauthorized request should not be entertained by the Service Provider and the cost of such repair will not be paid by the QCG;
- Genuine parts for all categories of services. Replacement parts must be equal to or exceeding the quality supplied by the original motorcycle manufacturer;
- Motorcycles maintenance normal hours of operation continuously from 8:00AM to 5:00PM daily. However, under extraordinary circumstances when the early completion of the repair of the defective motorcycles is extremely necessary, the hours of operation shall be extended beyond 5:00P.M. without any additional cost from the Quezon City Government.
- Valid and existing business permit and licenses relevant to the maintenance and related services.

COST DERIVATION

COST OF LABOR

	Type of Service/Scope of Work	Estimated No. of Units	Estimated Unit Cost	Amount
1	Replacement of Tire	6		
2	Vulcanize	6		
3	Battery Replacement	6		
4	Brake Pad Replacement	7		
5	Brake Shoe Replacement	6		
6	Replacement of pulley ball bearing and belt	7		
7	Bulb Replacement	6		
8	FI Cleaning	6		
9	Carburetor Cleaning/overhaul	6		
10	Tune Up	7		
11	Wheel/Hub Bearing Replacement	7		
12	Fork Oil Seal Replacement	6		
13	Engine Reseal	7		
14	Flaring/Cowling Replacement (per Panel)	7		
15	Horn Replacement	6		
16	Machine Shop Works	7		
17	Seat Cover Replacement	6		
18	Clutch Lining Replacement	7		
19	Tensioner Replacement	7		
20	Handle Switch Replacement	7		
21	Cable Replacement	5		
22	Engine Refresh	6		
23	Greasing all bearing	6		
24	Brake Components Replacement	6		

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25	Electrical Works	6		
26	Siren Installment	6		
27	Blinker Installment	6		
			TOTAL	

COST OF SPARE PARTS, MATERIALS AND SUPPLIES

	Type of Vehicle	Estimated No. of Units	Estimated Unit Cost	Amount
1	YAMAHA NMAX 155	1		
2	YAMAHA JR.	1		
3	KAWASAKI ROUSER	22		
4	KAWASAKI ROUSER	20		
5	KAWASAKI ROUSER	20		
6	HONDA MOTORCYCLE	9		
7	HONDA MOTORCYCLE	9		
8	MOTOR STAR	17		
9	MOTOR STAR	10		
10	SUZUKI 125	1		
11	KYMCO	1		
12	PMR100	7		
			TOTAL	P

<u>COST OF LABOR AND SPARE PARTS, MATERIALS, SUPPLIES FOR MOTORCYCLE AS (APPROVED BUDGET FOR CONTRACT)</u>	P
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Detailed List of Estimated Cost of Spare Parts, Materials and Supplies Per Unit

YAMAHA NMAX 155			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Pc	Air Filter	
1	Set	Brake Pads Front	
1	Set	Brake Pads Rear	
1	Pc	Belt	
1	Set	Clutch Spring	
1	Set	Clutch Lining	
1	Pc	Center Spring	
1	Set	Fly ball	
1	Pc	Fuel Filter	
1	Pc	Foam CVT Filter	
1	Pc	Oil Seal	
1	Set	Pulley	
1	Pc	Oil Filter	
1	Pc	Wheel Bearing rear	
1	Pc	Wheel/Hub Bearing front	
		TOTAL	

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YAMAHA NMAX JR.			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Pc	Air Filter	
1	Set	Brake Pads Front	
1	Set	Brake Pads Rear	
1	Pc	Belt	
1	Set	Clutch Spring	
1	Set	Clutch Lining	
1	Pc	Center Spring	
1	Set	Fly ball	
1	Pc	Fuel Filter	
1	Pc	Foam CVT Filter	
1	Pc	Oil Seal	
1	Set	Pulley	
1	Pc	Oil Filter	
1	Pc	Wheel Bearing rear	
1	Pc	Wheel/Hub Bearing front	
		TOTAL	

FOR KAWASAKI ROUSER (20 units)			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Pc	Motorcycle Battery	
1	Pc	Motorcycle Tire	
		TOTAL	

FOR KAWASAKI ROUSER (20 units)			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Set	Brake Pad Front	
1	Set	Brake Pad Rear	
1	Pc	Clutch Lining	
		TOTAL	

FOR KAWASAKI ROUSER (22 units)			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Ltr.	Engine Oil	
1	Pc	Spark Plug	
1	Pc	Oil Filter	
1	Pc	Sprocket rear	
1	Pc	Rotor Disc Rear	
		TOTAL	

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FOR HONDA (9 units)			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Pc	Timing Chain	
1	Pc	Timing Guide	
1	Set	Sprocket with Chain	
1	Set	Brake Pads	
1	Set	Brake Shoe	
TOTAL			

FOR HONDA (9 units)			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Pc	Timing Guide	
1	Set	Brake Pad	
1	Set	Clutch Lining	
1	Set	Clutch Shoe	
1	Set	Wheel Hub	
TOTAL			

FOR SUZUKI 125			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Set	Brake Pad Front	
1	Set	Brake Pad Rear	
1	Pc	Clutch Lining	
1	Ltr.	Engine Oil	
1	Pc	Spark Plug	
1	Pc	Oil Filter	
1	Pc	Motorcycle Tire (rear)	
1	Pc	Motorcycle Tire (front)	
1	Pc	Sprocket rear	
TOTAL			

FOR MOTOR STAR (17 units)			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Ltr	Oil engine	
1	Pc	Spark Plug	
1	Pc	Motorcycle Battery	
TOTAL			

FOR MOTOR STAR (10 units)			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Pc	Clutch Lining	
1	Pc	Tire	
TOTAL			

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FOR KYMCO			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Set	Carburetor Repair Kit	
1	Pc	Ignition Switch	
1	Set	Rear Shock Absorber	
1	Set	Wire Harness	
1	Set	Clutch Lining	
1	Set	Brake Shoe	
		TOTAL	

FOR PMR 100 (7 Units)			
QTY	UNIT	DESCRIPTION	AMOUNT
1	Ltr	Oil engine	
1	Pc	Spark Plug	
1	Pc	Oil Filter	
1	Pc	Clutch Lining	
1	Pc	Sprocket (rear)	
		TOTAL	

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

A. L. M. S.