



Republika ng Pilipinas  
Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES  
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City  
8988-4242 local 8712 / 8710 / 8709  
bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : OCTOBER 22, 2024  
Project No. : DSQC-24-VRM-1176G

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : REPAIR AND REPLACEMENT OF THE SPARE PARTS OF DUMP TRUCKS  
Approved Budget of the Contract : P 200,000.00  
End-User / Implementing Office : DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY

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 **OCTOBER 25, 2024, 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 (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.**

ATTY. DOMINIC B. GARCIA  
Officer-In-Charge/Head, BAC Secretariat

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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	<b>REPAIR AND REPLACEMENT OF THE SPARE PARTS OF DUMP TRUCKS</b>  <b>DUMP TRUCK – SHT 216</b> <ol style="list-style-type: none"> <li>a. right side ball mirror – 1 piece</li> <li>b. right side mirror – 1 piece</li> <li>c. wiper blades – 2 pieces</li> <li>d. signal light bulbs (single) – 6 pieces</li> <li>e. signal light bulbs (double) – 6 pieces</li> <li>f. primary clutch – 1 piece</li> <li>g. spare tire – 2 pieces</li> <li>h. hydraulic jack – 1 piece</li> <li>i. tool set (combination wrench) – 1 set</li> <li>j. muffler for replacement – 1 piece</li> <li>k. windshield - for replacement – 1 piece</li> <li>l. door (driver side) – defective – 1 piece</li> </ol> <b>DUMP TRUCK – SHT 227</b> <ol style="list-style-type: none"> <li>a. wiper blades – 2 pieces</li> <li>b. clutch lining – 1 piece</li> <li>c. spare tire – 2 pieces</li> <li>d. heavy duty grease gun – 1 piece</li> <li>e. tool set (combination wrench) – 1 set</li> <li>f. door (passenger side) – defective – 1 piece</li> <li>g. window mechanism (passenger side) – defective – 1 piece</li> <li>h. slightly sliding clutch – for replacement – 1 piece</li> <li>i. dumpbox for welding repair – 1 piece</li> </ol> <b>DUMP TRUCK – SHT 249</b> <ol style="list-style-type: none"> <li>a. hydrovac – 1 piece</li> <li>b. wiper blades – 2 pieces</li> <li>c. spare tire – 2 pieces</li> <li>d. tool set (combination wrench) – 1 set</li> </ol>	lot	1		
<b>Total Quoted Amount:</b>					

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date

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

<b>Additional Requirement/s:</b>
1) Statement of Warranty with project number and project title – Minimum of Six (6) months.
2) Photos of Existing Repair Shop.



# Cost Derivation

PROJECT TITLE: REPAIR AND REPLACEMENT OF THE SPARE PARTS OF DUMP TRUCKS  
PROJECT NO. DSQC-24-VRM-1176G

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	REPAIR AND REPLACEMENT OF THE SPARE PARTS OF DUMP TRUCKS				
I.	DUMP TRUCK – SHT 216				
1	right side ball mirror	piece	1		
2	right side mirror	piece	1		
3	wiper blades	piece	2		
4	signal light bulbs (single)	piece	6		
5	signal light bulbs (double)	piece	6		
6	primary clutch	piece	1		
7	spare tire	piece	2		
8	hydraulic jack	piece	1		
9	tool set (combination wrench)	set	1		
10	muffler for replacement	piece	1		
11	windshield - for replacement	piece	1		
12	door (driver side) – defective	piece	1		
II.	DUMP TRUCK – SHT 227				
1	wiper blades	piece	2		
2	clutch lining	piece	1		
3	spare tire	piece	2		
4	heavy duty grease gun	piece	1		
5	tool set (combination wrench)	set	1		
6	door (passenger side) – defective	piece	1		
7	window mechanism (passenger side) – defective	piece	1		
8	slightly sliding clutch – for replacement	piece	1		
9	dumpbox for welding repair	piece	1		
III.	DUMP TRUCK – SHT 249				
1	hydrovac	piece	1		
2	wiper blades	piece	2		
3	spare tire	piece	2		
4	tool set (combination wrench)	set	1		
GRAND TOTAL:					

I hereby certify to comply and deliver all the above requirements.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Request for Quotation for and behalf of: \_\_\_\_\_

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