



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 : NOVEMBER 12, 2024
Project No. : SDO-24-VRM-1745

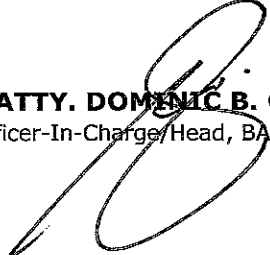
Name of Company : _____
Address : _____
Contact No. : _____
Project Title : REPAIR AND MAINTENANCE OF SDO BUS (PARTS AND LABOR)
Approved Budget of the Contract : P 548,654.00
End-User / Implementing Office : SCHOOLS DIVISION OFFICE

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 15, 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

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
	Vehicle: KINGLONG BUS, 60 Seater ✓ Plate No: SAB1349 ✓ Engine No: JO8EUTP50946 ✓ Chassis No: LAGRIFS9FB101887 ✓				
	PARTS AND LABOR ✓				
1 ✓	Check propeller shaft and differential assembly (with unusual sound), Pull-down propeller shaft and differential, replace propeller shaft assembly, replace side bearing (differential), Perform clearance adjustment on the differential assembly. ✓	lot ✓	1 ✓		
2 ✓	Propeller Shaft (530mm) ✓	piece ✓	1 ✓		
3 ✓	Side Bearing ✓	piece ✓	2 ✓		
4 ✓	PMS (Change Oil) ✓	lot ✓	1 ✓		
5 ✓	Repack Wheel Bearing ✓	lot ✓	1 ✓		
6 ✓	Oil Filter ✓	piece ✓	1 ✓		
7 ✓	Fuel Filter ✓	piece ✓	1 ✓		
8 ✓	Engine Oil ✓	liter ✓	16 ✓		
9 ✓	Grease ✓	kilo ✓	8 ✓		
10 ✓	Aircon Cleaning ✓	lot ✓	1 ✓		
	Vehicle: KINGLONG BUS, 60 Seater ✓ Plate No: SAB1348 ✓ Engine No: JO8EUTP50945 ✓ Chassis No: LAGRIFS9FB101888 ✓				
	PARTS AND LABOR ✓				
11 ✓	PMS (Change Oil) ✓	lot ✓	1 ✓		
12 ✓	Repack Wheel Bearing ✓	lot ✓	1 ✓		
13 ✓	Oil Filter ✓	piece ✓	1 ✓		
14 ✓	Fuel Filter ✓	piece ✓	1 ✓		
15 ✓	Engine Oil ✓	liter ✓	16 ✓		
16 ✓	Grease ✓	kilo ✓	8 ✓		
17 ✓	Aircon Cleaning ✓	lot ✓	1 ✓		
18 ✓	Check clutch assembly / Pull-down assembly / Replace clutch pressure plate, release bearing and pilot bearing ✓	lot ✓	1 ✓		
19 ✓	Clutch Pressure Plate ✓	piece ✓	1 ✓		
20 ✓	Release Bearing ✓	piece ✓	1 ✓		
21 ✓	Pilot Bearing ✓	piece ✓	1 ✓		
22 ✓	Flywheel ✓	piece ✓	1 ✓		
23 ✓	Clutch Disc Assembly ✓	piece ✓	1 ✓		
24 ✓	Check Auto door ✓	lot ✓	1 ✓		
25 ✓	Lower Guide Door Bar Swing ✓	piece ✓	1 ✓		
26 ✓	Wheel Alignment ✓	lot ✓	1 ✓		

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	Vehicle: KINGLONG BUS, 60 Seater ✓ Plate No: SAB1347 ✓ Engine No: JO8EUTP50947 ✓ Chassis No: LAGRIFS9FB101889 ✓				
	PARTS AND LABOR ✓				
27 ✓	PMS (Change Oil) ✓	lot ✓	1 ✓		
28 ✓	Repack Wheel Bearing / check and replace brake shoe assembly with lining (front and rear - left and right) / replace oil seal / perform brake adjustment	lot ✓	1 ✓		
29 ✓	Oil Filter ✓	piece ✓	1 ✓		
30 ✓	Fuel Filter ✓	piece ✓	1 ✓		
31 ✓	Engine Oil ✓	liter ✓	16 ✓		
32 ✓	Grease ✓	kilo ✓	8 ✓		
33 ✓	Brake Shoe Assembly with Lining Front ✓	set ✓	2 ✓		
34 ✓	Brake Shoe Assembly with Lining Rear ✓	set ✓	2 ✓		
35 ✓	Aircon Cleaning ✓	lot ✓	1 ✓		
	Vehicle: KINGLONG BUS, 35 Seater ✓ Plate No: SAB1353 ✓ Engine No: ISDE1803069530072 ✓ Chassis No: LAGRICS96GB100156 ✓				
36 ✓	PMS (Change Oil) ✓	lot ✓	1 ✓		
37 ✓	Repack Wheel Bearing ✓	lot ✓	1 ✓		
38 ✓	Oil Filter ✓	piece ✓	1 ✓		
39 ✓	Fuel Filter ✓	piece ✓	1 ✓		
40 ✓	Engine Oil ✓	liter ✓	14 ✓		
41 ✓	Grease ✓	kilo ✓	8 ✓		
42 ✓	Aircon Cleaning ✓	lot ✓	1 ✓		
43 ✓	Replace rear window glass and side window glass ✓	lot ✓	1 ✓		
44 ✓	Rear Window Glass with sliding ✓	piece ✓	1 ✓		
45 ✓	Side Window #4 ✓	piece ✓	1 ✓		
46 ✓	Sealant ✓	piece ✓	8 ✓		
	Vehicle: KINGLONG BUS, 35 Seater ✓ Plate No: SAB1352 ✓ Engine No: ISDE1803069530075 ✓ Chassis No: LAGRICS96GB100157 ✓				
47 ✓	PMS (Change Oil) ✓	lot ✓	1 ✓		
48 ✓	Repack Wheel Bearing ✓	lot ✓	1 ✓		
49 ✓	Oil Filter ✓	piece ✓	1 ✓		
50 ✓	Fuel Filter ✓	piece ✓	1 ✓		
51 ✓	Engine Oil ✓	liter ✓	14 ✓		
52 ✓	Grease ✓	kilo ✓	8 ✓		
53 ✓	Aircon Cleaning ✓	lot ✓	1 ✓		
54 ✓	Check clutch assembly / Pull-down assembly / Replace clutch pressure plate, release bearing and pilot bearing ✓	lot ✓	1 ✓		
55 ✓	Clutch Pressure Plate ✓	piece ✓	1 ✓		
56 ✓	Release Bearing ✓	piece ✓	1 ✓		
57 ✓	Pilot Bearing ✓	piece ✓	1 ✓		
58 ✓	Clutch Disc Assembly ✓	piece ✓	1 ✓		
Total Quoted Amount:					

Amount in Words: _____

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Delivery Period : Upon issuance of Notice to Proceed until December 31, 2024 -

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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

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