



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 19, 2024  
Project  
No. : SDO-24-VRM-1745B

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 22, 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
	<b>Vehicle: KINGLONG BUS, 60 Seater</b> <b>Plate No: SAB1349</b> <b>Engine No: JO8EUTP50946</b> <b>Chassis No: LAGRISF9FB101887</b>				
	<b>PARTS AND LABOR</b>				
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		
	<b>Vehicle: KINGLONG BUS, 60 Seater</b> <b>Plate No: SAB1348</b> <b>Engine No: JO8EUTP50945</b> <b>Chassis No: LAGRISF9FB101888</b>				
	<b>PARTS AND LABOR</b>				
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		

	<b>Vehicle: KINGLONG BUS, 60 Seater</b> <b>Plate No: SAB1347</b> <b>Engine No: JO8EUTP50947</b> <b>Chassis No: LAGRISF9FB101889</b>				
	<b>PARTS AND LABOR</b>				
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		
	<b>Vehicle: KINGLONG BUS, 35 Seater</b> <b>Plate No: SAB1353</b> <b>Engine No: ISDE1803069530072</b> <b>Chassis No: LAGRICS96GB100156</b>				
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		
	<b>Vehicle: KINGLONG BUS, 35 Seater</b> <b>Plate No: SAB1352</b> <b>Engine No: ISDE1803069530075</b> <b>Chassis No: LAGRICS96GB100157</b>				
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		
<b>Total Quoted Amount:</b>					

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

\_\_\_\_\_

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

<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.