



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
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REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : October 02, 2025
PROJECT NO. : OCM-25-VEHICLES-0737B

Name of Company :
Address :
Contact No. :
Project Title : PROCUREMENT OF MULTI PURPOSE VAN
Approved Budget of the Contract : Php1,342,900.00
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 October 07, 2025, 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 (2025);
4 Tax Clearance; and
5 Omnibus Sworn Statement prescribed by the QC BAC- Goods and Services
6 Income/Business Tax Return (for FY 2024) (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



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 | MULTI PURPOSE VAN: Specifications: Displacement (cc): not exceeding 2,268cc Engine Type: 2.2L 4 In-line 1-valve DOHC charged intercooler system, Euro 4 compliant Number of cylinders: 4 Number of valves: 16 Transmission: 5-Speed Manual Fuel Type: Diesel Fuel Capacity: 55 liters Front Suspension: Independent wishbone and coil spring Back Suspension: Semi-elliptic leaf spring Length: at least 4,440mm Width: at least 1,695mm Height: at least 1,915mm Wheelbase: at least 2,350mm Number of doors: 3-4 Seating Capacity: 15-17 Aircon system: Dual Others: With applicable Free 3 years LTO registration, TPL, Free LTO Registration processed to red plate and warranty complete with accessories such as early warning device *compliant with SP-3107 GPP Ordinance | unit | 1 | | |
| TOTAL | | | | | |

Amount in Words:

OTHER REQUIREMENT/S:

- **Statement of Warranty with project number and project title:**
 - minimum of **Three (3) years or 100,000kms** whichever comes first.
- **Copy of Authority to Sell from the Manufacturer/Distributor/Dealer of the Vehicle being offered which includes guarantee on after-sales services and availability of parts.**
- **List of after-sales/maintenance services facilities located within Metro Manila with project number and project title.**

Delivery Period : **Thirty (30) Calendar Days**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

