



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 PROCUREMENT
SECTION 35.1

DATE : November 20, 2025
PROJECT NO. : QMC-25-VEHICLES-0799C

Name of Company :
Address :
Contact No. :
Project Title : PROCUREMENT OF MINI ELF
Approved Budget of the Contract : Php 1,144,000.00
End-User / Implementing Office : QUEZON MEMORIAL CIRCLE

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 25, 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



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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	Mini Elf 1.50-liter engine, K158 engine, 4 cylinders, 1462 cu.cm displacement, 71/5600 kw/rpm max output, 135/4400N.m/rp max torque, 4195mm overall length, 1765 overall width, 1910 overall height, 2205 wheelbase, 1465 front tread, 1460 rear tread, 2565 cargo bed length, 1660 cargo bed width, 355 cargo bed height, 4.4m minimum turning radius, 160mm minimum ground clearance, 940kg. capacity including passengers, Euro 4.	Unit	1		
TOTAL					

Amount in Words:

Other Requirements:

- Copy of Authority to Sell from the Manufacturer/Distributor/ Dealer of the Vehicle being offered, which includes a guarantee on after-sales services and availability of parts.
- Statement of Warranty - Minimum of One (1) Year with project title and project number.

Delivery Period : **Sixty (60) Calendar Days** ✓

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



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