



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. : VET-25-VPA-1252

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : REPAIR AND MAINTENANCE OF MOTOR VEHICLE (SPARE PARTS)
Approved Budget of the Contract : Php 741,616.00
End-User / Implementing Office : CITY VETERINARY DEPARTMENT

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

VET-25-VPA-1252



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
	REPAIR AND MAINTENANCE OF MOTOR VEHICLE (SPARE PARTS)				
1	MOTOR VEHICLE (Isuzu Traviz Truck) Freezer Van Plate No. SNA 5656 Engine No. 4JAIE515043 Chassis No. MHCPH54DNJ515143 Replacement of defective parts: 1 Piece, Clutch Disc 1 Piece, Pressure Plate 1 Piece, Release Bearing 1 Set, Pilot Bearing 5 Piece, Spare Tire (195C 14C) 1 Piece, Battery (2sm) 1 Set, Head Light 1 Set, Break Light 2 Sets, Signal Light 2 Sets, Hazard Light 2 Tanks, Freon (2kg per tank) 1 Set, Wiper Blade	Lot	1		
2	MOTOR VEHICLE (Isuzu Traviz truck) Impounding Truck Plate No. SNA 7794 Engine No. 4J1E512918 Chassis No. MHCPHR54DNJ512918 Replacement of defective parts: 1 Piece, Air Filter 4 Pieces, Fuel Filter 1 Piece, Oil Filter 1 Piece, Clutch Disc 1 Piece, Pressure Plate 1 Piece, Shift Block 1 set, Release Bearing 1 Piece, Pilot Bearing 1 Piece, Fan Belt 2 Sets, Front Brake Pads 2 Sets, Brake Shoe 1 Piece, Battery (2SM) 5 Pieces, Spare Tire R14 4 Liters, Coolant 1 Set, Leaf Spring rear (Left and Right) 18 Liters, Engine Oil 6 Pieces, Clearance Light Assembly L/R	Lot	1		

VET-25-VPA-1252



Handwritten initials

3	MOTOR VEHICLE (Isuzu Traviz truck) Impounding Truck Plate No. SNA 7795 Engine No. 4JAIE512978 Chassis No. MHCPAR54D2J512978 Replacement of defective parts: 1 Piece, Air Filter 1 Piece, Fuel Filter 1 Piece, Oil Filter 1 Piece, Clutch Disc 1 Piece, Pressure Plate 1 Piece, Shift Block 1 Piece, Release Bearing 1 Set, Pilot Bearing 1 Piece, Fan Belt 2 Sets, Front Brake Pads 2 Sets, Brake Shoe 1 Piece, Battery (2SM) 4 Liters, Coolant 1 Set, Leaf Spring Rear (Left and Right) 5 Pieces, Spare Tire R14 4 Liters, Engine Oil 6 Pieces, Clearance Light Assembly L/R	Lot	1		
4	MOTOR VEHICLE (Isuzu Traviz truck) Impounding Truck Plate No. SNA 5473 Engine No. 4JA1E505055 Chassis No. MACPHR54DMJ5055 Replacement of defective parts: 1 Piece, Air Filter 1 Piece, Fuel Filter 1 Piece, Clutch Disc 1 Piece, Pressure Plate 1 Piece, Release Bearing 1 Piece, Fan Belt 2 Sets, Front Brake Pads 1 Piece, Battery (2SM) 4 Liters, Coolant 1 Set, Secondary Leaf Spring Rear (Left and Right) 5 Pieces, Spare Tire R14	Lot	1		
5	MOTOR VEHICLE (L-300) Monitoring Vehicle Plate No. SNA 4481 (B9S-014) Engine No. 4N14VA54261 Chassis No. PAEL65NYNM8018484 Replacement of defective parts: 1 Piece, Pressure Plate 1 Piece, Clutch Disc 1 Piece, Release Bearing 1 Set, Pilot Bearing 1 Piece, Air Cleaner Element 1 Piece, Fuel Filter 1 Piece, Oil Filter 1 Piece, Fan Belt 1 Set, Front Brake Pads 1 Piece, Battery (3SM) 5 Pieces, Spare Tire 185R14C 4 Liters, Coolant 1 Box, Signal Light Bulb 1 Box, Head Light Bulb	Lot	1		



[Handwritten signature]

	1 Liter, Brake Fluid 1 piece, Fan Belt 2 Tanks, Freon (2kg per tank)				
6	MOTOR VEHICLE (L-300) Monitoring Vehicle Plate No. SNA 4480 (B9S-013) Engine No. 4N14VAJ4260 Chassis No. PAEL65NYNNM818483 Replacement of defective parts: 1 Piece, Clutch Disc 1 Piece, Pressure Plate 1 Piece, Release Bearing 1 Set, Pilot Bearing 1 Liter, Brake Fluid 1 Set, Front Brake Pads L/R 2 Sets, Brake Shoe L/R 1 Piece, Air Filter 1 Piece, Fuel Filter 4 Sets, Clutch Repair Kit 4 Liters, Coolant 2 Tanks, Freon (2kg per tank) 1 Box, Signal Light Bulb 1 Box, Head Light Bulb 5 Pieces, Spare Tire 185R14C 1 Piece, Battery (3SM)	Lot	1		
7	MOTOR VEHICLE (Isuzu Traviz truck) Impounding Truck Plate No. D2C-753 Engine No. 4JH113N72 Chassis No. PAB9KR77EEM204986 Replacement of Defective Parts 1 Assembly, Clutch Master 1 box, Lower and Upper Headlight Bulb (100 pieces per box) 1 Piece, Power Window Mechanism 1 box, Fusses 10 AMP, 25 pieces per box 1 box, Fusses 15 AMP, 25 pieces per box 1 Piece, Battery (2SM) 5 Pieces, Spare Tire R14	Lot	1		
TOTAL					

per

COST DERIVATION

PROJECT NAME: REPAIR AND MAINTENANCE OF MOTOR VEHICLE (SPARE PARTS)

PROJECT NO. VET-25-VPA-1252

ITEM NO. 1 (SNA 5656)

ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	CLUTCH DISC	PIECE	1		
2	PRESSURE PLATE	PIECE	1		
3	RELEASE BEARING	PIECE	1		
4	PILOT BEARING	SET	1		
5	SPARE TIRE	PIECE	5		
6	BATTERY	PIECE	1		
7	HEAD LIGHT	SET	1		
8	BREAK LIGHT	SET	1		
9	SIGNAL LIGHT	SET	2		
10	HAZARD LIGHT	SET	2		
11	FREON	TANK	2		
12	WIPER BLADE	SET	1		
				TOTAL	

ITEM NO. 2 (SNA 7794)

ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	AIR FILTER	PIECE	1		
2	FUEL FILTER	PIECE	4		
3	OIL FILTER	PIECE	1		
4	CLUTCH DISC	PIECE	1		
5	PRESSURE PLATE	PIECE	1		
6	SHIFT BLOCK	PIECE	1		
7	RELEASE BEARING	PIECE	1		
8	PILOT BEARING	SET	1		
9	FAN BELT	PIECE	1		
10	FRONT BRAKE PADS	SET	2		
11	BRAKE SHOE	SET	2		
12	BATTERY (2SM)	PIECE	1		
13	SPARE TIRE R14	PIECE	5		
14	COOLANT	LITER	4		
15	LEAF SPRING REAR (LEFT AND RIGTH)	SET	1		
16	ENGINE OIL	LITER	18		
17	CLEARANCE LIGHT ASSEMBLY L/R	PIECE	6		
				TOTAL	

ITEM NO. 3 (SNA 7795)

ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	AIR FILTER	PIECE	1		
2	FUEL FILTER	PIECE	1		
3	OIL FILTER	PIECE	1		
4	CLUTCH DISC	PIECE	1		
5	PRESSURE PLATE	PIECE	1		
6	SHIFT BLOCK	PIECE	1		
7	RELEASE BEARING	PIECE	1		

VET-25-VPA-1252



gnt

8	PILOT BEARING	SET	1		
9	FAN BELT	PIECE	1		
10	FRONT BRAKE PADS	SET	2		
11	BRAKE SHOE	SET	2		
12	BATTERY (2SM)	PIECE	1		
13	COOLANT	LITER	4		
14	LEAF SPRING REAR (LEFT AND RIGTH)	SET	1		
15	SPARE TIRE R14	PIECE	5		
16	ENGINE OIL	LITER	4		
17	CLEARANCE LIGHT ASSEMBLY L/R	PIECE	6		
TOTAL					

ITEM NO. 4 (SNA 5473)

ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	AIR FILTER	PIECE	1		
2	FUEL FILTER	PIECE	1		
3	CLUTCH DISC	PIECE	1		
4	PRESSURE PLATE	PIECE	1		
5	RELEASE BEARING	PIECE	1		
6	FAN BELT	PIECE	1		
7	FRONT BRAKE PADS	SET	2		
8	BATTERY (2SM)	PIECE	1		
9	COOLANT	LITER	4		
10	SECONDARY LEAF SPRING REAR (LEFT AND RIGTH)	SET	1		
11	SPARE TIRE R14	PIECE	5		
TOTAL					

ITEM NO. 5 (SNA 4481)

ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	PRESSURE PLATE	PIECE	1		
2	CLUTCH DISC	PIECE	1		
3	RELEASE BEARING	PIECE	1		
4	PILOT BEARING	SET	1		
5	AIRCLEANER ELEMENT	PIECE	1		
6	FUEL FILTER	PIECE	1		
7	OIL FILTER	PIECE	1		
8	FAN BELT	PIECE	1		
9	FRONT BRAKE PADS	SET	1		
10	BATTERY (3SM)	PIECE	1		
11	SPARE TIRE 185R14C	PIECE	5		
12	COOLANT	LITER	4		
13	SIGNAL LIGHT BULB	BOX	1		
14	HEAD LIGHT BULB	BOX	1		
15	BRAKE FLUID	LITER	1		
16	FREON (2KG PER TANK)	TANK	2		
TOTAL					

gms

ITEM NO. 6 (SNA 4480)

ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	CLUTCH DISC	PIECE	1		
2	PRESSURE PLATE	PIECE	1		
3	RELEASE BEARING	PIECE	1		
4	PILOT BEARING	SET	1		
5	BRAKE FLUID	LITER	3		
6	FRONT BRAKE PADS	SET	1		
7	BRAKE SHOE	SET	2		
8	AIR FILTER	PIECE	2		
9	FUEL FILTER	PIECE	1		
10	CLUTCH REPAIR KIT	SET	2		
11	COOLANT	LITER	3		
12	FREON (2KG PER TANK)	TANK	2		
13	SIGNAL LIGHT BULB	BOX	1		
14	HEAD LIGHT BULB	BOX	1		
15	SPARE TIRE 185R14C	PIECE	5		
16	BATTERY (3SM)	PIECE	1		
				TOTAL	

ITEM NO. 7 (D2C-753)

ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE	ITEM TOTAL
1	CLUTCH MASTER	ASSY	1		
2	LOWER AND UPPER HEADLIGHT BULB	PIECE	60		
3	POWER WINDOW MECHANISM	PIECE	1		
4	FUSES 10 AMP	PIECE	25		
5	FUSES 15 AMP	PIECE	25		
6	BATTERY (2SM)	PIECE	1		
7	SPARE TIRE R14	PIECE	5		
				TOTAL	

Name: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



Handwritten initials

Amount in Words: _____

ADDITIONAL REQUIREMENT:

1. Statement of Warranty with Project Number and Project Title - Minimum of six (6) months.

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



Handwritten signature