



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
CARAGA

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **NP- Small Value Procurement on Preventive Maintenance and Repair of Service Vehicle Mitsubishi Adventure with Plate No. SHX 699.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>ADN PR No. 2021-09-0093</b>
<b>Location</b>	PSA - Agusan del Norte
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	<b>Php60,550.00</b>
<b>Date of Delivery</b>	15 days after the delivery of P.O.

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on September 13, 2021 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

**MELCHOR B. BAUTISTA**  
RBAC Vice Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
7. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
8. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
9. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>IN LOT: Preventive Maintenance and Repair of service vehicle Mitsubishi Adventure with Plate No. SHX 699</b>						
<b><u>PARTS AND MATERIALS</u></b>						
Fuel Filter	pc	1	P _____	P _____		
Oil Filter	pc	1	P _____	P _____		
Coolant	liter	3	P _____	P _____		
Fully Synthetic Diesel Engine Oil	liter	6	P _____	P _____		
Grease	can	1	P _____	P _____		
Brake Pad	set	1	P _____	P _____		
Steering Rack Assembly	set	1	P _____	P _____		
Glow Plug	pcs	4	P _____	P _____		
Hub Bearing LH/RH	pcs	2	P _____	P _____		
Rotor Disc LH/RH	pcs	2	P _____	P _____		
Alternator	pc	1	P _____	P _____		
<b><u>LABOR:</u></b>						
Change Oil & Oil Filer	labor	1	P _____	P _____		
Replacement - Fuel Filter	labor	1	P _____	P _____		
Replacement - Brake Pad	labor	1	P _____	P _____		
Replacement - Rotor Disc LH/RH and Hub Bearing LH/RH	labor	1	P _____	P _____		
Replacement - Steering Rack Assemby	labor	1	P _____	P _____		
Replacement - Coolant	labor	1	P _____	P _____		
Replacement - Glow Plug	labor	1	P _____	P _____		
Replacement - Alternator Assembly	labor	1	P _____	P _____		
Repair - Flooring Right Side	labor	1	P _____	P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				P _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ EmailAddress: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_