



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake:
SMALL VALUE PROCUREMENT
as Alternative Modes of Procurement for official use of PSA Sorsogon with the following details:

Name of Project	Preventive Maintenance Services of PSO Sorsogon Service vehicle Mitsubishi Adventure SHU 743
Solicitation	2024-11-08U-SR
Location	PSA Sorsogon
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 58,410.00
Contract Duration	5 days upon receipt of PO

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00 pm on 12 December 2024** at the **PSA Sorsogon, 2/F Clemente Building, Garcia St., Sulucan, Sorsogon City**


CECILLE A. BRIONES
RBAC 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. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit Permit
 2. PhilGEPS Registration Number
6. 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.
7. Terms of Payment shall be made through check payable to the supplier.
8. 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.

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BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Preventive Maintenance Services of PSO Sorsogon Service vehicle Mitsubishi Adventure SHU 743						
PARTS DESCRIPTION (Php 42,710)						
Suspension Arm Upper Bushing	set	2	P	P	()	()
Hydraulic Press (for suspension arm bushing)	set	2	P	P	()	()
Stabilizer link (R&L)	set	1	P	P	()	()
Balancing weights	pc	4	P	P	()	()
Alignment Shims	pc	4	P	P	()	()
Transmission Oil Manual	liter	2	P	P	()	()
Differential Gear Oil	liter	2	P	P	()	()
Oil Pan Drain Plug	pc	1	P	P	()	()
Bulb (tail & stop)	pc	1	P	P	()	()
Engine Oil, fully synthetic	liter	7	P	P	()	()
Oil filter	liter	1	P	P	()	()
Engine flush	bottle	1	P	P	()	()
Engine Air filter	pc	1	P	P	()	()
Fuel filter	pc	1	P	P	()	()
Transmission Gasket & Oil Seal	pc	1	P	P	()	()
Crankshaft Pulley Assembly	pc	1	P	P	()	()
Timing Belt kit	pc	1	P	P	()	()
Brake Cleaner, Brake Paaste, Grease	bottle	1	P	P	()	()
SCOPE OF WORK/LABOR (Php 15,700)						
Wheel balancing		2	P	P	()	()
Wheel alignment & camber		1	P	P	()	()
Remove/Install Suspension Arm		2	P	P	()	()
Remove/Repace Stabilizer Ink		2	P	P	()	()
Change Transmission Oil		1	P	P	()	()
Change Different Gear Oil		1	P	P	()	()
Replace Light Bulb		1	P	P	()	()
Change Engine Oil		1	P	P	()	()
Replace Fuel Filter		1	P	P	()	()
Remove Engine Oil Pan & Replace Gasket		1	P	P	()	()
Remove & Replace Crankshaft Pullery & Timing Bell Kit		1	P	P	()	()
Brake Cleaning, Front & Rear Left & Right		1	P	P	()	()
Nothing Follows*			Total	P		
				Total amount in words: _____		
For official use of PSA Sorsogon						

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 and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____

Email Address: _____

Tel No./Fax No.: _____

Cellphone No.: _____

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit ? Yes No

Philgeps Registration? Yes No

Printed Name and Signature of Convasser: _____