



## REQUEST FOR QUOTATION

RFQ # 2020-10-270

16 October 2020

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **REPAIR AND REGULAR MAINTENANCE FOR OFFICE VEHICLE BEARING PLATE NO. CQ9731 (Isuzu DMAX pick up) & SHU 805 (MITSUBISHI ADVENTURE).**

<b>Name of Project</b>	REPAIR AND REGULAR MAINTENANCE FOR OFFICE VEHICLE BEARING PLATE NO. CQ9731 (Isuzu DMAX pick up) & SHU 805 (MITSUBISHI ADVENTURE)
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2020-10-069
<b>Purchase Request No.</b>	0722-2020-10-035
<b>Location</b>	2/f Martina Sugbo Center, P. Burgos St., Cebu City
<b>Brief Description</b>	Repair and Regular Maintenance for Office Vehicle bearing plate no. CQ9731 (Isuzu DMAX pick up) & SHU 805 (MITSUBISHI ADVENTURE)
<b>Quantity</b>	Please refer to the Bid Form
<b>Approved Budget for the Contract (ABC)</b>	Php89,300.00
<b>Contract Duration</b>	5 to 10 days upon receipt of the P.O
<b>Date of Delivery</b>	5 to 10 days upon receipt of the P.O

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **21 October 2020, 5:00 P.M** through the address below, subject to the Terms and Conditions provided in this RFQ:

*Region 7 Bids and Awards Committee (R07 BAC)  
Philippine Statistics Authority – RSSO VII  
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Mr. Caylord D. Niala/ Ms. Melita C. Jomud/ Ms. Irish B. Velasco  
R07 BAC Secretariat  
Contact Nos.: (032)412-6794/254-0470 (telefax)  
Email address: psa07.rbac@gmail.com*

  
**EDWINA M. CARRIAGA**  
R07 BAC 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. Bidders shall provide correct and accurate information required in this form.
4. The bidder may quote for any or all lots and must quote all the items under a specific lot.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ “**draw lots**” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
  - *Mayor’s/Business Permit*
  - *PhilGEPS Registration Number/Certificate*
  - *Income/Business Tax Return (for ABCs above P500K)*
  - *Omnibus Sworn Statement (for ABCs above P50K)*
14. 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.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA 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 to it.

**BID FORM**

**IMPORTANT NOTES/INSTRUCTIONS:**

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder’s proposal can also be attached to this form.
3. Ensure to indicate the price for the whole lot and the unit price per unit.
4. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
5. Ensure to check the “Compliance with Technical Specifications” Column.
6. Submit your bid in any of the following:
  - a. Sealed in an envelope, or
  - b. Email to [psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com) only
7. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	<b>Regular Maintenance of Office Vehicle bearing plate no. CQ9731 (Isuzu DMAX pick up)</b>	LOT	1	<b>43,100.00</b>			( )	( )
	<b>LABOR:</b>							
	70,000 KM preventive maintenance check-up						( )	( )
	change oil/ oil filter						( )	( )
	replace fuel filter						( )	( )
	clean/ adjust brakers						( )	( )
	tighten body bolts						( )	( )
	shop supplies						( )	( )
	Replace clutch components						( )	( )
	Replace flywheel						( )	( )
	<b>SUPPLIES:</b>						( )	( )
	Engine Oil						( )	( )
	Brake Cleaner						( )	( )
	Washer						( )	( )
	<b>ISUZU GENUINE PARTS:</b>						( )	( )
	Engine Oil Filter						( )	( )
	Fuel Filter Element (Main)						( )	( )
	Fuel Filter Element (Sub)						( )	( )
	Clutch Lining						( )	( )
	Clutch Pressure						( )	( )
Release Bearing	( )	( )						
Pilot Bearing	( )	( )						

2	<b>Repair and Maintenance of Office Vehicle bearing plate no. SHU 805 (Mitsubishi Adventure)</b>	LOT	1	46,200.00			( )	( )
	<b>WORK DETAILS:</b>						( )	( )
	280,000 KM Check up						( )	( )
	Replace Fuel Filter						( )	( )
	Replace Air Cleaner						( )	( )
	Repack Front Wheel Bearing						( )	( )
	Greasing all fittings						( )	( )
	Replace Power Window Motor						( )	( )
	Replace FLH Power Window Mechanism						( )	( )
	<b>PARTS:</b>						( )	( )
	Filter, Oil						( )	( )
	Motor, FR Door P/W Regulator, LH						( )	( )
	Filter, Fuel						( )	( )
	Element, Air Cleaner						( )	( )
	Regulator, FR Door WDO, LH						( )	( )
	Gasket, Eng O/Pan Drain Plug						( )	( )
	<b>CONSUMABLES:</b>						( )	( )
	DIA Plus Brake Parts Cleaner						( )	( )
	DIA Plus Engine Flush (300ml)						( )	( )
	DIA Plus Gear Oil GL-5 (SAE90) 24/BX						( )	( )
	DIA Plus Gear Oil GL-4 (SAE 75W-85						( )	( )
	Mineral Oil CI-4 15W-40						( )	( )
	Consumables SVC						( )	( )
	Oil Treatment						( )	( )
	Mobil Grease						( )	( )
	Lithium Grease						( )	( )
	<b>TERMS AND CONDITIONS:</b>						( )	( )
	1. Price quotation/offered should include labor cost.						( )	( )
	2. Service Report must be submitted immediately after actual services rendered.						( )	( )
	3. If there are unforeseen defective parts/ defects while undergoing repair, the office must be notified in advance and a corresponding price quotation must be submitted to the office subject for review, evaluation and consideration/ approval. If approved, the additional cost will be billed separately.						( )	( )
	4. <b>Mode of Payment:</b> SEND BILL arrangement of 15-30 working days after receipt of the billing statement.						( )	( )
	5. <b>Price Quotation/s validity:</b> Must be valid for a period of thirty (30) calendar days from the date of submission.						( )	( )

	<b>TOTAL AMOUNT IN WORDS :</b> _____ _____
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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 \_\_\_\_\_

TIN #: \_\_\_\_\_ (*Please specify if VAT or NON-VAT*)

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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