



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
RSSO XIII (Caraga)

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Preventive Maintenance for PSA RSSO Service Vehicle**.

Name of Project	General Administrative Support Service
Solicitation	RSSO RFQ No. 2024-10-141
Reference	RSSO PR No. 2024-09-183
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 1: Php 8,660.00; Lot 2: Php 8,000.00; Lot 3: Php 26,810.00; Lot 4: Php 5,450.00; Lot 5: Php 4,150.00 and Lot 6: Php 23,800.00
Date of Delivery	Lots 1-3 and Lot 6: within 20 days upon receipt of Purchase Order Lots 4-5: on or before December 30, 2024

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 **October 11, 2024** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

  
**BERNADETH I. BONACHITA**  
RBAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- 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 Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above).
- 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.
- 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.
- 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>Preventive Maintenance Service Vehicle of RSSO XIII</b>						
<b>Lot 1 SJF 991</b>						
<b>Labor</b>						
Change Oil	lot	1	P_____	P_____		
Replace Fuel Filter	lot	1	P_____	P_____		
Cleaning Intake Manifold	lot	1	P_____	P_____		
<b>Materials and Parts</b>						
Gas	lot	1	P_____	P_____		
Carbon Cleaner	pc.	1	P_____	P_____		
Engine Oil Fully Synthetic	pc.	5	P_____	P_____		
Oil Filter	pc.	1	P_____	P_____		
Fuel Filter	pc.	1	P_____	P_____		
<b>Date of Delivery: within 20 days upon receipt of Purchase Order</b>						
<b>Lot 2</b>						
Automotive Battery, 12V, 9 plates	pc.	1	P_____	P_____		
<b>Date of Delivery: within 20 days upon receipt of Purchase Order</b>						
<b>Lot 3: SJX 416</b>						
<b>Parts:</b>						
Steering Pump	pcs	1	P_____	P_____		
Aircon Belt	pcs	2	P_____	P_____		
Aircon Pulley	pcs	1	P_____	P_____		
Alternator Belt	pcs	1	P_____	P_____		
Wiper Blade	pcs	2	P_____	P_____		
ATF (Petron) SAE 20	liters	1	P_____	P_____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Filter Drier	pcs	1	P_____	P_____		
Flushing Oil	bottle	3	P_____	P_____		
<b>Labor:</b>						
Replace Steering Pump	labor	1	P_____	P_____		
Replace Belt	labor	1	P_____	P_____		
Replace Wiper Blade	labor	1	P_____	P_____		
Replace Filter Drier	labor	1	P_____	P_____		
Aircon Servicing	labor	1	P_____	P_____		
Replace Aircon Pulley	labor	1	P_____	P_____		
<b>Date of Delivery: within 20 days upon receipt of Purchase Order</b>						
<b>Lot 4: (SJX 416)</b>						
<b>Parts</b>						
Engine Oil	ltrs	5	P_____	P_____		
Oil Filter	pc	1	P_____	P_____		
Fuel Filter	pc	1	P_____	P_____		
<b>Labor:</b>						
Change oil	lot	1	P_____	P_____		
<b>Date Schedule for PMS: on or before December 30, 2024</b>						
<b>Lot 5: SAB 6438</b>						
<b>Parts:</b>						
Engine Oil Synthetic	ltrs	6	P_____	P_____		
Oil Filter	pc	1	P_____	P_____		
Fuel Filter	pc	1	P_____	P_____		
<b>Labor:</b>						
Change oil	lot	1	P_____	P_____		
<b>Date Schedule for PMS: on or before December 30, 2024</b>						
<b>Lot 6: SHU 683</b>						
<b>Labor</b>						
Remove and install clutch disc, pressure plate, release bearing, engine and transmission support	lot	1	P_____	P_____		
EGR and Throttle Body cleaning	lot	1	P_____	P_____		
<b>Spare Parts</b>						
Clutch Disc	pc.	1	P_____	P_____		
Pressure Plate	pc.	1	P_____	P_____		
Release Bearing	pc.	1	P_____	P_____		
Engine Support	pc.	1	P_____	P_____		
Transmission Support	pc.	1	P_____	P_____		
<b>Date of Delivery: within 20 days upon receipt of Purchase Order</b>						
<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: \_\_\_\_\_