



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 07 December 2018

RFQ No.: 78-2018

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number **(required prior to award)**: _____

The **Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure the **Repair and Maintenance of GPPB-TSO Service Vehicles, classified into Three (3) lots**, in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

| LOT NO. | DESCRIPTION | ABC (in PHP) |
|-----------------------------|---|--------------|
| 1 RFQ No. 78-2018 | Repair and Maintenance of Toyota Innova (SLA 925/ABE 1082) | 22,400.00 |
| 2 RFQ No. 78-2018 | Repair and Maintenance of Toyota Innova (YX 9848) | 10,000.00 |
| 3 RFQ No. 78-2018 | Repair and Maintenance of Toyota Innova (VQ 7372) | 22,500.00 |

Please quote your **best offer** for **any or all lots**, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative **not later than 10 December 2018, 3:30 P.M.** A copy of your **2018 Mayor's/Business Permit** is required to be submitted along with your quotation/proposal.

A **notarized Omnibus Sworn Statement (GPPB-prescribed form)** will also be required to be submitted prior to award.

Award of contract shall be made by lot. You may opt to submit a proposal for **each** or for the **all** lots, and the lowest calculated and responsive offer for each lot shall be selected.

For any clarification, you may contact us at telephone no. **(02) 900-6741 to 44** or email address at bacsecgppb@gppb.gov.ph.

(Sgd.)
JERICKSON A. REYES
Procurement Officer

BIDS AND AWARDS COMMITTEE

Unit 2506 Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines 1605
(+632) 900-6741 to 44 | www.gppb.gov.ph | bacsecgppb@gppb.gov.ph

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) 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 for the item/s as follows:

| LOT 1: Repair and Maintenance of Toyota Innova (SLA 925/ABE 1082) | | | |
|---|-----|----|---------|
| TECHNICAL SPECIFICATIONS: | YES | NO | REMARKS |
| ❖ Perform 80,000 km check up | | | |
| ❖ Plug, Spark | | | |
| ❖ Brake Fluid | | | |
| ❖ TGDG (GL-5 85W-90) | | | |
| ❖ Oil Filter 75*85 | | | |
| ❖ Element Sub-Assy | | | |
| ❖ Gasket | | | |
| ❖ Oil Filter 75* 85 | | | |
| ❖ Filter Assy, Fuel | | | |
| ❖ Battery Health Check | | | |
| ❖ TGSB SN 10W-40 1L | | | |
| ❖ TSLC (2 Liters) | | | |
| ❖ TWWF W765 | | | |
| ❖ Engine Decarbonizing (Liqui Moly) | | | |
| ❖ Brake Cleaner | | | |
| ❖ Sanding Paper #120 - for PM/GJ/BP | | | |
| ❖ Miscellaneous Package B | | | |
| ❖ Wheel Alignment | | | |

Lot 2: Repair and Maintenance of Toyota Innova (YX 9848)

| TECHNICAL SPECIFICATIONS: | YES | NO | REMARKS |
|-------------------------------------|-----|----|---------|
| ❖ Perform 70,000 km check up | | | |
| ❖ Gasket | | | |
| ❖ Oil Filter 75*85 | | | |
| ❖ Battery Health Check | | | |
| ❖ TGFS SN/CF 5W-30 4L | | | |
| ❖ Sanding Paper #120 - for PM/GJ/BP | | | |
| ❖ Brake Cleaner | | | |
| ❖ Miscellaneous Package B | | | |
| ❖ Package Wash (M) | | | |
| ❖ Blade Rubber | | | |
| ❖ Blade. FR Wiper, RH | | | |
| ❖ Wheel Alignment | | | |

Lot 3: Repair and Maintenance of Toyota Innova (VQ 7372)

| TECHNICAL SPECIFICATIONS: | YES | NO | REMARKS |
|-------------------------------------|-----|----|---------|
| ❖ Perform 20,000 km check up | | | |
| ❖ Oil Filter 75*85 | | | |
| ❖ Gasket | | | |
| ❖ TGSB SN 10W-40 1L | | | |
| ❖ Gas Injector Cleaner | | | |
| ❖ Engine Decarbonizing (Liqui Moly) | | | |
| ❖ Brake Cleaner | | | |
| ❖ Sanding Paper #120 - for PM/GJ/BP | | | |
| ❖ Miscellaneous Package B | | | |
| ❖ Package Wash (M) | | | |
| ❖ Side Step Board | | | |

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

FINANCIAL OFFER:

| YOUR QUOTATION: | | | | | |
|--|------|----------------------------------|--|------|-------------------------|
| Summary of Approved Budget | | | Offered Quotation | | |
| Item | Qty. | Approved Budget for the Contract | Item | Qty. | Total Offered Quotation |
| Lot 1: Toyota Innova (SLA 925/ABE 1082) | 1 | PhP 22,400.00 | Lot 1: Toyota Innova (SLA 925/ABE 1082) | 1 | |
| Lot 2: Toyota Innova (YX 9848) | 1 | PhP 10,000.00 | Lot 2: Toyota Innova (YX 9848) | 1 | |
| Lot 3: Toyota Innova (VQ 7372) | 1 | PhP 22,500.00 | Lot 3: Toyota Innova (VQ 7372) | 1 | |

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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. **Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. 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 GPPB-TSO 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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es