



## REQUEST FOR QUOTATION

RFQ No.: **2024-05-0069**

Date : May 24, 2024

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**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.

*Alvin P. Diaz*  
 ALVIN P. DIAZ

Director IV  
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	LOT	<p><b>Repair and Maintenance of Motor Vehicle</b>  <b>(Toyota Innova with plate no. SLG-414)</b></p> <p><i>please see attached Scope of Works</i></p>	₱99,100.00	₱99,100.00
		<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p><b>1. Mayor's/Business Permit</b>  <b>2. PhilGEPS Registration Number</b></p> <p>Additional required document to be submitted by the winning bidder upon issuance of the Job Order:</p> <p><b>3. Duly notarized Omnibus Sworn Statement</b></p>		
<b>TOTAL AMOUNT</b>				<b>₱99,100.00</b>

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 15 calendar days from receipt of your valid Job Order (JO). The quotation are good only up to 60 calendar days.

**Canvassed by:**

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**Supplier :**

**By :**

**Tel. No.:**

**TIN :**

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Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
 Roxas Blvd. corner P. Ocampo St., 1004 Manila



**REQUEST FOR QUOTATION**

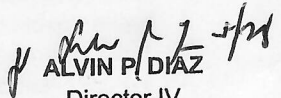
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**ALVIN P. DIAZ**  
 Director IV  
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	LOT	<p><b>Repair and Maintenance of Motor Vehicle            (Toyota Innova with plate no. SLG-414)</b></p> <p><i>please see attached Scope of Works</i></p>		
		<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none"> <li><b>Mayor's/Business Permit</b></li> <li><b>PhilGEPS Registration Number</b></li> </ol> <p>Additional required document to be submitted by the winning bidder upon issuance of the Job Order:</p> <ol style="list-style-type: none"> <li><b>Duly notarized Omnibus Sworn Statement</b></li> </ol>		
<b>TOTAL AMOUNT</b>				

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 15 calendar days from receipt of your valid Job Order (JO). The quotation are good only up to 60 calendar days.

**Canvassed by:**

\_\_\_\_\_

**Supplier :**

**By :**

**Tel. No.:**

**TIN :**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

**SCOPE OF WORK**  
REPAIR AND MAINTENANCE OF MOTOR VEHICLE  
RFQ No. 2024-05-0069 dated May 24, 2024

Motor Vehicle: TOYOTA INNOVA with plate no. SLG-414

Defects: Knocking sounds from the suspension or underchassis; Aircon not working properly

Nature of Last Repair: 50,000kms check-up, preventive maintenance

Services include the following:

- Replacement of parts (Underchassis & Aircon)
- Pull-out Evaporator for cleaning
- Pull-out of Dashboard
- Replace Compressor
- Freon charge 134A
- Labor

**UNDERCHASIS**

- 4 pcs. Upper Suspension Bushing
- 2 pcs. Lower Suspension Bushing (big)
- 2 pcs. Lower Suspension Bushing (small)
- 2 pcs. Upper Ball Joint
- 2 pcs. Lower Ball Joint
- 2 pcs. Stabilizer Clamp Bushing
- 2 pcs. Stabilizer Linkage
- 2 pcs. Tierod End
- 2 pcs. Tierod Bar
- 2 pcs. Shock (Front)
- 2 pcs. Camber Alignment

**AIRCON**

- 1 pc. Compressor Assembly
- 1 pc. Cooling Coil (Front)
- 1 pc. Cooling Coil (Rear)
- 1 pc. Drier Filter
- 2 pcs. Expansion Valve
- 1 pc. Cabin Filter
- 10 pcs. O-ring

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
*Signature over Printed Name of the Representative*

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

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

Email/Phone No.: \_\_\_\_\_

**SCOPE OF WORK**  
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- Replace Compressor
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- Labor

**UNDERCHASIS**

- 4 pcs. Upper Suspension Bushing
- 2 pcs. Lower Suspension Bushing (big)
- 2 pcs. Lower Suspension Bushing (small)
- 2 pcs. Upper Ball Joint
- 2 pcs. Lower Ball Joint
- 2 pcs. Stabilizer Clamp Bushing
- 2 pcs. Stabilizer Linkage
- 2 pcs. Tierod End
- 2 pcs. Tierod Bar
- 2 pcs. Shock (Front)
- 2 pcs. Camber Alignment

**AIRCON**

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