

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-03-122

End-user: GSS

Name of Project:

**REPAIR AND MAINTENANCE OF THE TOYOTA INNOVA J 2011
(GENUINE TOYOTA)**

RFQ No.: 2021-03-283

Date:


MAR 25 2021

ABC: ₱107,350.00

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before MAR 30 2021 12:00NN.

ENRIQUE H. GASCON JR. 
OIC-ARDA/BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue)**.
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the following document prior to issuance of Award / Purchase Order with ABC amounting to P50,000.00 and above.
 - a. **Omnibus Sworn Statement (only for Negotiated Procurement - Emergency Cases, Sec. 53.2 and Small Value Procurement Sec. 53.9)**
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may 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.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address **bacsec.car@dswd.gov.ph**.

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	REPAIR AND MAINTENANCE OF THE TOYOTA INNOVA J 2011 (GENUINE TOYOTA)				
	Tail Light assembly (Genuine Toyota)	1	set		
	Upper ball joint (Genuine Toyota)	2	piece		
	Lower ball joint (Genuine Toyota)	2	piece		
	Wheel Alignment	1	package		
	Tie Rod end (Genuine Toyota)	2	piece		
	Rack End (Genuine Toyota)	2	piece		
	Serpentine belt (Genuine Toyota)	1	piece		
	Timing belt (Genuine Toyota)	1	piece		
	Tensioner bearing (Genuine Toyota)	1	piece		
	Hydraulic Tensioner (Genuine Toyota)	1	piece		
	Differential Oil Seal (Genuine Toyota)	1	piece		
	Gear Oil #140	2	liters		
	Brake shoe (Genuine Toyota)	1	set		
	Overhaul Aircon drainage system	1	package		
	Installation of tints (3M)	1	package		
	OTHER REQUIREMENTS	COMPLIANCE <small>Please check whether can comply or not, no check mark will mean non-compliance</small>		REMARKS	
		Can Comply	Cannot Comply		
	The delivery of the goods is within 5 working days upon arrival of the vehicle at the Service Center of Supplier.	[]	[]		
TOTAL PRICE					

• Award shall be made per:

Item Basis

Lot Basis

Note: NO GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

**Signature of
supplier/representative
over printed name:** _____

Name of Firm/Dealer/Contractor: _____

is will be the name of the CHEQUE to be issued)

Address: _____

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser