

# REQUEST FOR QUOTATION

**FOR: REPAIR AND MAINTENANCE OF GOVERNMENT VEHICLE WITH CONDUCTION NUMBER B7-1270**

Date: January 30, 2025

RFQ No.: NLONTOC-RFQ-006-2025

PR No.: 2025-1-44/1-16-2025

PHILGEPS Ref. No.: 11702295

Name of Company

Complete Company Address

**To whom it may concern:**

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **February 5, 2025 at 5:00 PM** to the **Cavite Government Center (New Provincial Capitol Bldg.), Brgy. San Agustin, Trece Martires City.**

*Very truly yours,*

**MA. KAREN B. CAMAÑAG-TUPAS**  
BAC-A Chairperson

**CANVASSER'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for **Office of the Provincial Cooperatives Development Officer** of the Provincial Government of Cavite.

\_\_\_\_\_  
(Printed Name & Signature)  
**AUTHORIZED CANVASSER**

PLEASE QUOTE: **PER ITEM**

**BIDDER'S PROPOSAL BOX**

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
	<b>B7-1270</b>							
	PMS of Unit							
1	Air filter	1	pc	1,275.00				
2	Fuel filter	1	pc	4,640.00				
3	Engine flushing	2	pcs	1,176.00				
4	Wiper Blade	2	pcs	1,300.00				
5	Top Up fluids	1	lot	2,500.00				
	ATF, Coolant, Brake Fluid							
6	Engine change oil	1	set	7,800.00				
	Engine flushing							
	Replacement of fully synthetic oil							
	Complete labor charge							
	<b>**SEE PAGE 2 FOR CONTINUATION**</b>							
	<b>TOTAL</b>							

**GENERAL CONDITIONS**

1. All entries must be legibly handwritten or typewritten with no erasure;
2. Bidders must submit the required documents as follows:
  - a) Valid DTI Business Name Registration and/or SEC or CDA Certificate
  - b) Valid Mayor's Permit
  - c) PhilGEPS Online Registration
  - d) BIR Certificate
  - e) Income Tax Return (ITR) for ABC above 500k
  - f) Authority of Signing Official and/or Representative
    1. Special Power of Attorney if single-proprietorship or Partnership (N/A if representative is the owner or general partner)
    2. Notarized Secretary's Certificate with attached Board Resolution if corporation or cooperative
    3. Photocopy of two (2) valid ID's of authorizing officer and representative
  - g) All prospective bidders may get the original signed Request for Quotation at the Cavite Government Center, (New Provincial Capitol Bldg.), Brgy. San Agustin, Trece Martires City for submission together with the eligibility requirements on or before the closing date.
  - h) Notarized omnibus sworn statement.
  - i) Other required documents.
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 

Company Name  
RFQ No.  
PR No.  
PHILGEPS Reference No.
4. Delivery period must be **fifteen (15) days** from date of receipt of the Purchase Order/ Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three(3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION**

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

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made in \_\_\_\_\_ days from receipt of the Notice To Proceed.

\_\_\_\_\_  
Printed Name & Signature  
of Authorized Representative

\_\_\_\_\_  
Company Tel./Fax/Mobile No.

\_\_\_\_\_  
Company Tax Identification No. (TIN)

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NUMBER B7-1270**

PLEASE QUOTE: **PER ITEM**

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No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
7	Pull out & replacement of fuel filter	1	lot	3,500.00				
	Replacement of air filter							
	Engine detailing							
	Engine scanning							
	Complete labor charge							
	Defective clutch kit component							
8	Pressure plate	1	pc	12,400.00				
9	Clutch disc	1	pc	9,500.00				
10	Release bearing	1	pc	6,650.00				
11	Pilot bearing	1	pc	1,700.00				
12	Transmission Oil	5	ltrs	1,920.00				
13	Penetrating oil	1	pc	385.00				
14	Pull down transmission Assembly	1	lot	6,500.00				
	Replacement of Pressure plate							
	Replacement of clutch disc							
	Replacement of Release bearing							
	Transmission change oil							
	Complete Labor Charge							
	<b>**NOTHING FOLLOWS**</b>							
	<b>TOTAL</b>			<b>61,246.00</b>				

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Printed Name & Signature of Authorized Representative*