



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply and Delivery of Parts for Maintenance of Various Motor Vehicles"** for CY 2020 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Two Hundred Forty Seven Thousand Pesos (P247,000.00)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than December 11, 2020 2:00 P.M.** at the Administrative Service – Procurement Management Division, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2020 **Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

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

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **mdavid@dbm.gov.ph**.


JOYCE D. LABAO

OIC-Chief Administrative Officer, AS-PMD

In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

Date: _____

| | |
|--|--|
| Name of Company: | |
| Address: | |
| Name of Store/Shop (if applicable): | |
| TIN: | |
| PhilGEPS Registration Number: | |

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (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.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification

| Item | Description | Total Quantity | Bidder's Statement of Compliance | Unit Cost (Vat Inclusive) | Total Cost (Vat Inclusive) |
|---|---|----------------|----------------------------------|---------------------------|----------------------------|
| Supply and Delivery of Parts for Maintenance of Various Motor Vehicles | | | | | |
| I | - Please refer to "Annex A" of the Technical Specification and Schedule of Requirements | 1 lot | | | |
| TOTAL COST: | | | | | |

**The above quoted prices are inclusive of all costs and applicable taxes.*

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

| Item | Description | Total Quantity | Delivery |
|------|---|----------------|--|
| I | Supply and Delivery of Parts for Maintenance of Various Motor Vehicles - Please refer to "Annex A" of the Technical Specification and Schedule of Requirements | 1 lot | Within Thirty (30) calendar days upon receipt of the Notice to Proceed (NTP) |

| <u>FINANCIAL OFFER:</u> | |
|---|------------------------------|
| Approved Budget for the Contract | Your Total Offered Quotation |
| Two Hundred Forty Seven Thousand Pesos (PhP247,000.00) | In words: |
| | In figures: |

| | |
|--------------------------------|---|
| <u>Payment Details:</u> | Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user. |
| Banking Institution | |
| Account Number | |
| Account Name | |
| Branch | |

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM 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.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. 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 DBM 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

Annex "A"

| Car Make & Model | Item | Description | Unit | Quantity | |
|--|---|---|-------------------------|----------|---|
| I. 2012 Mitsubishi Adventure Engine No: 4D46AAF8111 Chassis No: PEVB5MMCCB005845 | Engine Oil | Diesel, fully Synthetic | liters | 8 | |
| | Oil Filter | Compatible with 2012 Mitsubishi Adventure | pc | 1 | |
| | Fuel Filter | Compatible with 2012 Mitsubishi Adventure | pc | 1 | |
| | Air Filter | Compatible with 2012 Mitsubishi Adventure | pc | 1 | |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 | |
| | Drain Plug Washer | Compatible with 2012 Mitsubishi Adventure | pc | 1 | |
| | Windshield wiper | Compatible with 2012 Mitsubishi Adventure | set | 1 | |
| | xx | | | | |
| II. 2014 Toyota Innova (ABE 1016) Engine No: 2KDS279688 Chassis No: KUN405102915 | Engine Oil | Diesel, fully synthetic | liters | 8 | |
| | Oil Filter | compatible with 2014 Toyota Innova | pc | 1 | |
| | Engine Flushing Oil | min. 550 ml | bottle | 1 | |
| | Fuel Filter | compatible with 2014 Toyota Innova | pc | 1 | |
| | Air Filter | compatible with 2014 Toyota Innova | pc | 1 | |
| | Drain Plug Washer | compatible with 2014 Toyota Innova | pc | 1 | |
| | Automotive Battery | 2SMF | set | 1 | |
| | Windshield wiper | compatible with 2014 Toyota Innova | set | 1 | |
| xx | | | | | |
| III. 2014 Toyota Innova (ABE 1018) Engine No: 2KDS285089 Chassis No: KUN405102887 | Engine Oil | Diesel, fully Synthetic | liters | 8 | |
| | Oil Filter | compatible with 2014 Toyota Innova | pc | 1 | |
| | Engine Flusing Oil | min. 550 ml | bottle | 1 | |
| | Fuel Filter | compatible with 2014 Toyota Innova | pc | 1 | |
| | Air Filter | compatible with 2014 Toyota Innova | pc | 1 | |
| | Drain Plug Washer | compatible with 2014 Toyota Innova | pc | 1 | |
| | xx | | | | |
| | IV. 2016 Toyota Innova (ABP 1014) Engine No: 1GD0223055 Chassis No: PA2AA3EM4G0014346 | Engine Oil | Diesel, fully Synthetic | liters | 8 |
| Oil Filter | | compatible with 2016 Toyota Innova | pc | 1 | |
| Engine Flushing Oil | | min. 500 ml | bottle | 1 | |
| Fuel Filter | | compatible with 2016 Toyota Innova | pc | 1 | |
| Air Filter | | compatible with 2016 Toyota Innova | pc | 1 | |
| Drain Plug Washer | | compatible with 2016 Toyota Innova | pc | 1 | |
| xx | | | | | |
| V. 2008 Toyota Hi-Ace (SJA 836) Engine No: 2KD1806709 Chassis No: JTFJS02PX0015203 | | Engine Oil | Diesel, fully Synthetic | liters | 8 |
| | Oil Filter | compatible with 2008 Toyota Hi-Ace | pc | 1 | |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 | |
| | Air Filter | compatible with 2008 Toyota Hi-Ace | pc | 1 | |
| | Drain Plug Gasket | compatible with 2008 Toyota Hi-Ace | pc | 1 | |
| | Fuel Filter | compatible with 2008 Toyota Hi-Ace | pc | 1 | |
| | Automotive Battery | 3SMF | set | 1 | |
| | | | | | |
| VI. 2017 Toyota Hi-Ace (ABP 1013) Engine No: 1KD2665978 Chassis No: JTFJT02P6G5006492 | Engine Oil | Diesel, fully Synthetic | liters | 8 | |
| | Oil Filter | compatible with 2017 Toyota Hi-Ace | pc | 1 | |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 | |
| | Air Filter | compatible with 2017 Toyota Hi-Ace | pc | 1 | |
| | Fuel Filter | compatible with 2017 Toyota Hi-Ace | pc | 1 | |
| | Drain Plug Gasket | compatible with 2017 Toyota Hi-Ace | pc | 1 | |
| | | | | | |
| VII. 2014 Mitsubishi ASX (ABE 1037) Engine No: 4B11NR0099 Chassis No: JMYXTGA2WF2000755 | Engine Oil | Gasoline, fully Synthetic | liters | 4 | |
| | Oil Filter | compatible with 2014 Misubishi ASX | pc | 1 | |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 | |
| | Air Filter | compatible with 2014 Misubishi ASX | pc | 1 | |
| | Drain Plug Gasket | compatible with 2014 Misubishi ASX | pc | 1 | |
| | Automotive Battery | 2SMF | set | 1 | |
| | Windshiled Wiper | compatible with 2014 Misubishi ASX | set | 1 | |
| | | | | | |
| VIII. 2014 Mitsubishi ASX (ABE 1035) Engine No: 4B11NM4910 Chassis No: JMYXTGA2WF2000596 | Engine Oil | Gasoline, fully Synthetic | liters | 4 | |
| | Oil Filter | compatible with 2014 Mitsubishi ASX | pc | 1 | |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 | |
| | Air Filter | compatible with 2014 Mitsubishi ASX | pc | 1 | |
| | Drain Plug Gasket | compatible with 2014 Mitsubishi ASX | pc | 1 | |
| | | | | | |
| IX. 2013 Hyundai Starex (VHM 604) Engine No: D4BHCO23593 Chassis No: KMHWG81HACU493457 | Engine Oil | Diesel, fully Synthetic | liters | 8 | |
| | Oil Filter | compatible with 2013 Hyundai Starex | pc | 1 | |
| | Air Filter | compatible with 2013 Hyundai Starex | pc | 1 | |
| | Fuel Filter | compatible with 2013 Hyundai Starex | pc | 1 | |
| | Drain Plug Washer | compatible with 2013 Hyundai Starex | pc | 1 | |
| | | | | | |
| X. 2008 Toyota Hi-Ace (SJA 838) Engine No: 2KD1835184 Chassis No: JTFJS02P000016179 | Engine Oil | Diesel, fully Synthetic | liters | 8 | |
| | Oil Filter | compatible with 2008 Toyota Hi-Ace | pc | 1 | |
| | Engine flushing oil | min. 500 ml | bottle | 1 | |
| | Air Filter | compatible with 2008 Toyota Hi-Ace | pc | 1 | |
| | Drain Plug Gasket | compatible with 2008 Toyota Hi-Ace | pc | 1 | |
| | Fuel Filter | compatible with 2008 Toyota Hi-Ace | pc | 1 | |

| | | | | |
|--|---------------------|---|--------|---|
| | Automotive Battery | 3SMF | set | 1 |
| XI. 2008 Hi-Ace SJA 848 •Engine No: 2KD1811737 Chassis No: JTFJSO2PX00016187 | Automotive Battery | 3SMF | set | 1 |
| XII. 2014 Mitsubishi ASX (ABE 1036) Engine No: 4B11NR0877 Chassis No: JMYXTGA2WFZ000774 | Engine Oil | Gasoline, fully Synthetic | liters | 4 |
| | Oil Filter | compatible with 2014 Mitsubishi ASX | pc | 1 |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 |
| | Air Filter | compatible with 2014 Mitsubishi ASX | pc | 1 |
| | Drain Plug Gasket | compatible with 2014 Mitsubishi ASX | pc | 1 |
| XIII. 2014 Toyota Innova (ABE 1015) -- Engine No: 2KDS279691 Chassis No: KUN405102900 | Engine Oil | Diesel, fully Synthetic | liters | 8 |
| | Oil Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 |
| | Fuel Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2014 Toyota Innova | pc | 1 |
| | Automotive Battery | 2SMF | set | 1 |
| | Brake Shoes | compatible with 2014 Toyota Innova | set | 1 |
| | Brake Cleaner | Spray Bottle; min. 620 ml | bottle | 1 |
| XIV. 2014 Toyota Innova (ABE 1006) Engine No: 2KDU383801 Chassis No: KUN405101191 | Engine Oil | Diesel, fully Synthetic | liters | 8 |
| | Oil Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 |
| | Fuel Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2014 Toyota Innova | pc | 1 |
| XV. 2014 Mitsubishi Montero (ABE 1023) Engine No: 4D56UCFH8383 Chassis No: MMBGRKG40ED02 | Engine Oil | Diesel, fully Synthetic | liters | 8 |
| | Oil Filter | compatible with 2014 Mitsubishi Montero | pc | 1 |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 |
| | Fuel Filter | compatible with 2014 Mitsubishi Montero | pc | 1 |
| | Air Filter | compatible with 2014 Mitsubishi Montero | pc | 1 |
| | Drain Plug Washer | compatible with 2014 Mitsubishi Montero | pc | 1 |
| XVI. 2012 Mitsubishi Montero (RME 454) Engine No: 4D56UCDJ9386 Chassis No: MMBGYKH40CF023208 | Enging Oil | Diesel, fully sythetic | liter | 8 |
| | Oil Filter | compatible with 2012 Mitsubishi Montero | pc | 1 |
| | Coolant | compatible with 2012 Mitsubishi Montero | liter | 8 |
| | Air Filter | compatible with 2012 Mitsubishi Montero | pc | 1 |
| | Fuel Filter | compatible with 2012 Mitsubishi Montero | pc | 1 |
| | Drain Plug Washer | compatible with 2012 Mitsubishi Montero | pc | 1 |
| | Engine Flushing Oil | min. 500ml | bottle | 1 |
| XVII. 2015 Toyota Innova ABP 1158 Engine No: 2KDU813882 Chassis No: KUN405132727 | Engine Oil | Diesel, fully Synthetic | liter | 8 |
| | Oil Filter | compatible with 2015 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 |
| | Fuel Filter | compatible with 2015 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2015 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2015 Toyota Innova | pc | 1 |
| | Automotive Battery | 2SMF | set | 1 |
| XVIII. 2014 Toyota Innova (ABE 1003) Engine No: 2KDU405287 Chassis No: KUN405102847 | Engine Oil | Diesel, fully Synthetic | liter | 8 |
| | Oil Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min. 500ml | bottle | 1 |
| | Fuel Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2014 Toyota Innova | pc | 1 |
| XIX. 2014 Toyota Innova (ABE 1009) Engine No: 2KDU437709 Chassis No: KUN405102815 | Engine Oil | Diesel, fully Synthetic | liter | 8 |
| | Oil Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 |
| | Fuel Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2014 Toyota Innova | pc | 1 |
| XX. 2014 Toyota Innova (ABE 1011) Engine No: 2KDS285317 Chassis No: KUN405102800 | Engine Oil | Diesel, fully Synthetic | liter | 8 |
| | Oil Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min. 500 ml | bottle | 1 |
| | Fuel Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2014 Toyota Innova | pc | 1 |
| | Automotive Battery | 2SMF | set | 1 |
| XXI. 2018 Toyota Avanza (ABP 1161) | Windshield Wiper | compatible with 2014 Toyota Innova | set | 1 |

| | | | | |
|--|---------------------|---|--------|---|
| Engine No: 2NRF616033 Chassis No: MHKMSFE3FHK001 | Automotive Battery | 34B19R Compatible with 2018 Toyota Avanza | set | 1 |
| XXII. 2013 Toyota Innova (UFI 503) Engine No: 2KDU232723 Chassis No: KUN405091753 | Engine Oil | Diesel, fully Synthetic | liter | 8 |
| | Oil Filter | compatible with 2013 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min 500 ml | bottle | 1 |
| | Fuel Filter | compatible with 2013 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2013 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2013 Toyota Innova | pc | 1 |
| | Automotive Battery | 2SMF | set | 1 |
| XXIII. 2017 Nissan Urvan (SAA 1131) Engine No: YD25004471B Chassis No: JN1TC2E26Z0016639 | Automotive Battery | 3SMF | set | 1 |
| XXIV. 2017 Nissan Urvan (SAA 1130) Engine No: YD25002936B Chassis No: JN1TC2E26Z0016093 | Automotive Battery | 3SMF | set | 1 |
| XXV. 2014 Toyota Innova (ABE 1017) Engine No: 2KDU439501 Chassis No: KUN405102973 | Engine Oil | Diesel, fully Synthetic | liter | 8 |
| | Oil Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min 500ml | bottle | 1 |
| | Fuel Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2014 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2014 Toyota Innova | pc | 1 |
| | Automotive Battery | 2SMF | set | 1 |
| XXVI. 2013 Isuzu Sportivo (LHK 606) Engine No: 4JA1M39511 Chassis No: PABTBR54FC2072043 | Engine Oil | Diesel, fully Synthetic | liter | 8 |
| | Oil Filter | compatible with 2013 Isuzu Sportivo | pc | 1 |
| | Air Filter | compatible with 2013 Isuzu Sportivo | pc | 1 |
| | Fuel Filter | compatible with 2013 Isuzu Sportivo | pc | 1 |
| XXVII. 2013 Toyota Innova (LHK 603) Engine Number: 2KDU232723 Chassis Number: KUN405091763 | Engine Oil | Diesel, fully Synthetic | liter | 8 |
| | Oil Filter | compatible with 2013 Toyota Innova | pc | 1 |
| | Engine Flushing Oil | min 500ml | bottle | 1 |
| | Fuel Filter | compatible with 2013 Toyota Innova | pc | 1 |
| | Air Filter | compatible with 2013 Toyota Innova | pc | 1 |
| | Drain Plug Washer | compatible with 2013 Toyota Innova | pc | 1 |
| | Automotive Battery | 2SMF | set | 1 |