



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 "**General Cleaning of Aircon and Replacement of Defective Parts for Various Motor Vehicles IV**" for CY 2021 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 **One Hundred Thirty-Seven Thousand Seventy Pesos (P 137,070.00)**. The period for the performance of the obligations shall not go beyond the validity of the appropriations for this Project.

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 DEC 21 2021, 2:00 PM**, 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 2021 **Business/Mayor's Permit¹** 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.

The **Omnibus Sworn Statement² (GPPB-prescribed forms)**, **Income/Business Tax Return³ (for ABC's above Php 500k)** 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**.

Digitally signed
by Aaron
Alberto A.
Escalona

AARON ALBERTO A. ESCALONA
OIC-Chief Administrative Officer, AS-PMD

¹ 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.

² 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.

³ Manually filed tax returns or filed through the EPPS

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					
<p>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.</p> <p>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</p>					
Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A	General Cleaning of Aircon and Replacement of Defective Parts for Various Motor Vehicles IV	1 lot			
	I. Toyota Innova UFI 503 Model: 2013 Model Engine number: 2KDU232723 Chassis number: KUN405091753	1 unit			
	Scope of Work: - Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and	1 lot			

	<ul style="list-style-type: none"> Recharge of Freon - Flushing of System - Replacement of Expansion Valve (Front) - Replacement of Expansion Valve (Rear) - Replacement of Filter Drier - Replacement of Cabin Filter 	<ul style="list-style-type: none"> 1 lot 1 lot 1 lot 1 lot 1 lot 			
	<p>II. Toyota Innova ABE 1015 Model: 2014 Model Engine number: 2KDS279691 Chassis number: KUN405102900</p> <p>Scope of Work:</p> <ul style="list-style-type: none"> - Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and Recharge of Freon - Flushing of System - Replacement of Expansion Valve (Front) - Replacement of Expansion Valve (Rear) - Replacement of Filter Drier - Replacement of Cabin Filter 	<ul style="list-style-type: none"> 1 unit 1 lot 1 lot 1 lot 1 lot 1 lot 			
	<p>III. Mitsubishi ASX ABE 1035 Model: 2014 Model Engine number: 4B11NM4910 Chassis number: JMYXTGA2WFZ000596</p> <p>Scope of Work:</p> <ul style="list-style-type: none"> - Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and Recharge of Freon - Flushing of System - Replacement of Expansion Valve (Front) - Replacement of Expansion Valve (Rear) - Replacement of Filter Drier - Replacement of Cabin Filter 	<ul style="list-style-type: none"> 1 unit 1 lot 1 lot 1 lot 1 lot 1 lot 			
	<p>IV. Hyundai Grand Starex AAN 2642 Model: 2014 Model Engine number: D4BHD033375 Chassis number: KMHWG81HAEU</p> <p>Scope of Work:</p>	<ul style="list-style-type: none"> 1 unit 			

- Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and Recharge of Freon	1 lot			
- Flushing of System	1 lot			
- Replacement of Expansion Valve (Front)	1 lot			
- Replacement of Expansion Valve (Rear)	1 lot			
- Replacement of Filter Drier	1 lot			
- Replacement of Cabin Filter	1 lot			
V. Toyota Innova ABE 1017 Model: 2014 Model Engine number: 2KDU439501 Chassis number: KUN405102973	1 unit			
Scope of Work:				
- Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and Recharge of Freon	1 lot			
- Flushing of System	1 lot			
- Replacement of Expansion Valve (Front)	1 lot			
- Replacement of Expansion Valve (Rear)	1 lot			
- Replacement of Filter Drier	1 lot			
- Replacement of Cabin Filter	1 lot			
VI. Toyota Innova ABP 1158 Model: 2015 Model Engine number: 2KDU813882 Chassis Number: KUN405132727	1 unit			
Scope of Work:				
- Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and Recharge of Freon	1 lot			
- Flushing of System	1 lot			
- Replacement of Expansion Valve (Front)	1 lot			
- Replacement of Expansion Valve (Rear)	1 lot			
- Replacement of Filter Drier	1 lot			
- Replacement of Cabin Filter	1 lot			
VII. Mitsubishi Montero ABE 1023 Model: 2014 Model Engine number: 4D56UCFH8383	1 unit			

<p>Chassis Number: MMBGRKG40ED02</p> <p>Scope of Work:</p> <ul style="list-style-type: none"> - Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and Recharge of Freon 1 lot - Flushing of System 1 lot - Replacement of Expansion Valve (Front) 1 lot - Replacement of Expansion Valve (Rear) 1 lot - Replacement of Filter Drier 1 lot - Replacement of Cabin Filter 1 lot <p>VIII. Toyota Innova ABP 1156 1 unit</p> <p>Model: 2015 Model Engine number: 2KDU810652 Chassis Number: KUN405132385</p> <p>Scope of Work:</p> <ul style="list-style-type: none"> - Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and Recharge of Freon 1 lot - Flushing of System 1 lot - Replacement of Expansion Valve (Front) 1 lot - Replacement of Expansion Valve (Rear) 1 lot - Replacement of Filter Drier 1 lot - Replacement of Cabin Filter 1 lot <p>IV. Mitsubishi ASX ABE 1036 1 unit</p> <p>Model: 2014 Model Engine number: 4B11NR0877 Chassis Number: JMYXTGA2WFZ000774</p> <p>Scope of Work:</p> <ul style="list-style-type: none"> - Pulldown Evaporator, Condenser, Dashboard for General Cleaning, add Capilla Oil, Vacuum of Lines and Recharge of Freon 1 lot - Replacement of Compressor 1 piece <p>Warranty: 6 (Six) months for Parts and Labor 9 lots</p>				
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TOTAL COST:					

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

JA

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

SCHEDULE OF REQUIREMENTS

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

Item	Description	Total Quantity	Delivery
A	General Cleaning of Aircon and Replacement of Defective Parts for Various Motor Vehicles IV I. Toyota Innova UFI 503 II. Toyota Innova ABE 1015 III. Mitsubishi ASX ABE 1035 IV. Hyundai Grand Starex AAN 2642 V. Toyota Innova ABE 1017 VI. Toyota Innova ABP 1158 VII. Mitsubishi Montero ABE 1023 VIII. Toyota Innova ABP 1156 IX. Mitsubishi ASX ABE 1036	1 lot (9 units)	Within Thirty (30) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

FINANCIAL OFFER:

Approved Budget for the Contract	Your Total Offered Quotation
One Hundred Thirty Seven Thousand Seventy Pesos (PhP 137,070.00)	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 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.
12. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:
 - a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of award and acceptance; and
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es