



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA) - South Sector-NCR, through its Regional Office Bids and Awards Committee (ROBAC), intends to procure service vehicle for repair/ replacement of spare parts which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Name of Project	Ref. No. NCRSS-GOODS-2019-10-018: Procurement of Service Vehicle for Repair/ Replacement of Spare Parts for Isuzu Crosswind with Plate No. SKN-171 Assigned to Muntinlupa/ Taguig/ Pateros/ Makati District Office
Brief Description	One (1) Set Overhauling Gasket, One (1) Set Piston Ring (0.25), One (1) Set Sleeve Liner (Std), One (1) Set Piston Assembly (Std), Eight (8) Set Engine Valve Guide, One (1) Pc. Crankshaft Assembly, Two (2) Set Thrust Washer, One (1) Set Main Bearing, One (1) Set Connecting Rod Bearing, One (1) Pc. Oil Filter, Six (6) L. Engine Oil, One (1) Pc. Air Filter, One (1) Pc. Fuel Filter, One (1) Pc. Turbo, Miscellaneous (Cleaning Materials), Machine Shop, Labor: Engine Overhaul
Location	Mindanao Avenue, Brgy. Maharlika, Taguig City
Approved Budget for the Contract (ABC)	One Hundred Eleven Thousand Five Hundred Seventy Pesos Only (Php 111,570.00)
Source of Fund	Corporate Receipts
Contract Duration	Five (5) working days upon receipt of Purchase Order (P.O)

Interested bidders are required to submit the following documents:

- Mayor's/Business Permit;
- PhilGEPS Registration Number; and
- Omnibus Sworn Statement

Award of contract shall be made to the lowest quotation, which complies with the Items description. The bidders offer or quote above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually or through facsimile or email on or before **10:00am, October 30, 2019** at the address and contact number indicated below.

Address - Conference Room, National Housing Authority (NHA) Office,
Mindanao Avenue, Brgy. Maharlika, Taguig City

Facsimile - 838-41-83/837-12-27

Email - southsectorncr.robac@gmail.com

For any clarification, you may contact **Engr. Celeste B. Jordan** at Telephone No. **846-7844** and **Engr. Kassandra Cahmelle T. Cañanes** at Telephone No. 837-1227.

ENGR. ROMMEL R. TRINIDAD

Chairperson, ROBAC NCR South Sector

District Manager-Muntinlupa/Taguig/Pateros/Makati District Office

Annex "A"**Instructions:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Failure to comply with any of the requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

Procurement Project		Approved Budget for the Contract		
Procurement of Service Vehicle for Repair/ Replacement of Spare Parts for Isuzu Crosswind with Plate No. SKN-171 Assigned to Muntinlupa/ Taguig/ Pateros/ Makati District Office		One Hundred Eleven Thousand Five Hundred Seventy Pesos Only (Php 111,570.00)		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	One (1) set Overhauling gasket	√		
2	One (1) set Piston Ring (0.25)	√		
3	One (1) set Sleeve Liner (std)	√		
4	One (1) set Piston Assembly (std)	√		
5	Eight (8) sets Engine Valve Guide	√		
6	One (1) pc. Crankshaft Assembly	√		
7	Two (2) sets Thrust Washer	√		
8	One (1) set Main Bearing	√		
9	One (1) set Connecting Rod Bearing	√		
10	One (1) pc. Oil filter	√		
11	Six (6) L. Engine Oil	√		
12	One (1) pc. Air filter	√		
13	One (1) pc. Fuel filter	√		
14	One (1) pc. Turbo	√		
15	Miscellaneous (cleaning materials)	√		
16	Machine Shop	√		
17	Labor: Engine Overhaul			
Delivery				
a) Place : Taguig City				
b) Period/Duration : Five (5) working days upon receipt of Purchase Order				
*****nothing follows*****				

Company Name

Page 3 of 6

YOUR QUOTATION					
Summary of Approved Budget			Offered Quotation		
Item	Quantity	Total Price	Item	Quantity	Total Price (inclusive of VAT)
Overhauling Gasket	1 set	6,000.00	Overhauling Gasket	1 set	
Piston Ring (0.25)	1 set	1,800.00	Piston Ring (0.25)	1 set	
Sleeve Liner (Std)	1 set	10,000.00	Sleeve Liner (Std)	1 set	
Piston Assembly (Std)	1 set	12,000.00	Piston Assembly (Std)	1 set	
Engine Valve Guide	8 set	5,200.00	Engine Valve Guide	8 set	
Crankshaft Assembly	1 pc.	7,500.00	Crankshaft Assembly	1 pc.	
Thrust Washer	2 set	900.00	Thrust Washer	2 set	
Main Bearing	1 set	2,000.00	Main Bearing	1 set	
Connecting Rod Bearing	1 set	1,000.00	Connecting Rod Bearing	1 set	
Oil Filter	1 pc.	500.00	Oil Filter	1 pc.	
Engine Oil	6 L	1,170.00	Engine Oil	6 L	
Air Filter	1 pc.	650.00	Air Filter	1 pc.	
Fuel Filter	1 pc.	950.00	Fuel Filter	1 pc.	
Turbo	1 pc.	21,000.00	Turbo	1 pc.	
Miscellaneous (Cleaning Materials)		900.00	Miscellaneous (Cleaning Materials)		
Machine Shop		15,000.00	Machine Shop		
Labor:Engine Overhaul		25,000.00	Labor:Engine Overhaul		
Total ABC (in Php)		111,570.00	Total Offered Quotation (in Php)		

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of the contract shall be made to the lowest 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.
7. 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.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NHA shall adopt and employ "draw lots" as the tie-breaking method to finally determined the single winning provider in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NHA shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent 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 No.

Mobile Phone No.

Email address/es

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____