



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 22-0018**

**CANVASS PERIOD: 19 to 24 May 2022**

**Name of Company:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Tax ID Number (TIN):** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT SUPPLY AND DELIVERY OF BRAND NEW/ORIGINAL TEN (10) CAR BATTERIES AND THREE (3) MOTORCYCLE BATTERIES.**

Attached is Purchase Request No. 22-0018 with an Approved Budget for the Contract (ABC) of Seventy-Five Thousand Pesos Only (PHP 75,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b><i>ONE (1) LOT SUPPLY AND DELIVERY OF BRAND NEW/ORIGINAL TEN (10) CAR BATTERIES AND THREE (3) MOTORCYCLE BATTERIES.</i></b>

**THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:**

1. Supplier's/Service Provider's 2022 Mayor's/Business Permit

**or**

Supplier's/Service Provider's 2021 Mayor's/Business Permit together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, Mayor's/Business Permit;

2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template);

4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <b><u>if the authorized representative is not the proprietor himself/herself,</u></b> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

5. **If applicable**, documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 24 May 2022, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: [procurement@gcq.gov.ph](mailto:procurement@gcq.gov.ph)

Thank you



## QUOTATION FORM

### INSTRUCTIONS

- 1.) Accomplish this Quotation Form Correctly and Accurately
- 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 render the quotation, non-compliant.
- 4.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5.) Failure to follow these instructions will disqualify your entire quotation.

**AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:**

<b>ONE (1) LOT SUPPLY AND DELIVERY OF BRAND NEW/ORIGINAL TEN (10) CAR BATTERIES AND THREE (3) MOTORCYCLE BATTERIES (PERIOD OF CANVASS: 19 to 24 May 2022)</b>			
Technical Specifications	Yes	No	Comments
Cost of materials (BATTERIES) and labor services must be inclusive of VAT and other fees and charges.			
CAR BATTERIES			
<b>a. Two (2) Pieces –</b> Battery Type - D26L/ 2SMF For: Toyota Fortuner - Gas Engine (SKW 234/263)			
<b>b. One (1) Piece –</b> Battery Type - D31/3SMF For: Toyota Fortuner - Diesel Engine (SLB 159)			
<b>c. One (1) Piece –</b> Battery Type - B24L-NS60 For: Toyota Innova - Gas Engine (SKW 235)			
<b>d. Three (3) Pieces –</b> Battery Type - D26L/2SMF For: Toyota Innova - Diesel Engine (SAA 3056/3057/ P7C-364)			
<b>e. Two (2) Pieces –</b> Battery Type - B24L-NS60 For: Toyota Altis - Gas Engine (SAA 3073/3074)			

**ONE (1) LOT SUPPLY AND DELIVERY OF BRAND NEW/ORIGINAL TEN (10) CAR BATTERIES AND  
THREE (3) MOTORCYCLE BATTERIES  
(PERIOD OF CANVASS: 19 to 24 May 2022)**

Technical Specifications	Yes	No	Comments
<b>f. One (1) Piece –</b> Battery Type - D23L/1SMF For: Nissan Sylphy - Gas Engine (SAA 3357)			
<b>MOTORCYCLE BATTERIES</b>			
<b>a. Three (3) Pieces –</b> Battery Type - 4L For: Yamaha Sight Motorcycles			
<b>TERMS</b>			
1. All batteries with 24 months warranty			
2. Maintenance Free			
3. Inclusive of installation.			
4. Service provider must have appropriate tools and testing gadgets.			
5. No subcontracting is allowed.			
6. Prospective Service Provider's/Supplier's Shop <b><u>should not be located beyond a 20 km radius from the GCG Office.</u></b>			
<b>DELIVERY PERIOD</b>			
Service provider must complete the supply and services within two (2) weeks upon the receipt of the NTP. Delay in delivery of supply shall subject the provider/supplier to liquidated damages.			
<b>PAYMENT TERMS</b>			
Payment for the cost of materials, supplies and services shall be made upon completion of the installation and services and after the service provider submits the billing statement or statement of account.			
Payment shall be made within 20 working days upon completion and submission of Sales/Service Invoice and issuance of Inspection and Acceptance Report.			

**Terms of Payment:**

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

**Supplier's/Service Provider's Bank Details:**

Banking  
Institution: \_\_\_\_\_  
Account  
Number: \_\_\_\_\_  
Account  
Name: \_\_\_\_\_  
Branch: \_\_\_\_\_

**FINANCIAL OFFER:**

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable and other Fees/Charges).

<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT AND OTHER FEES/CHARGES]</b>
Seventy-Five Thousand Pesos Only (₱ 75,000.00)	

**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 thirty (30) calendar days from the date of submission.
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 quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified 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. This project is procured through Shopping under 52.1(b) of the 2016 Revised IRR of R.A. No. 9184. The GCG may extend the deadline of submission if none or less than the required three (3) price quotations are received.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

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Signature over Printed Name

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Position/Designation

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Office Telephone /Fax/Mobile Nos

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Email address/es