



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (Caraga)  
**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of Vehicle maintenance and replacement of damage parts: D-Max LT 4x2 MT maintenance and replacement of damage parts (Lot 1) & Mitsubishi Adventure SHX 698 Repair & Maintenance (Lot 2).

Name of Project	Vehicle Maintenance
Solicitation	ADS RFQ No. 2024-10-01
Reference No.	ADS PR No. 2024-10-049
Location	PSA - AGUSAN DEL SUR
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 1: Php 26,700.00 Lot 2: Php 51,750.00
Date of Delivery	10 days after receipt of purchase order

Please quote your lowest price on the item/s listed below and submits personally using this Request for Quotation Form not later than 09:00 A.M on October 18, 2024 the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH I. BONACHITA**  
 RBAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), if none yet, submit, together with your quotation the photocopy of your Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current income tax return (for 500k and above).
- Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 1</b>						
<b>D-Max LT 4x2 MT maintenance and replacement of damage parts</b>						
<b>Labor:</b>						
Stabilizer Bar Bush			service P _____	P _____		
Stabilizer Bushing			service P _____	P _____		
Rack End			service P _____	P _____		
Brake Shoe			service P _____	P _____		
Replace Brake Pad			service P _____	P _____		
Change Oil			service P _____	P _____		
Wheel Alignment			service P _____	P _____		
Wiper Shampoo			service P _____	P _____		
Wiper Blade			service P _____	P _____		
<b>Spare Parts:</b>						
Stabilizer Bar Bush	2	piece	P _____	P _____		
Stabilizer Bushing	2	piece	P _____	P _____		
Rack End	2	piece	P _____	P _____		
Brake Shoe	1	piece	P _____	P _____		
Brake Pad	1	piece	P _____	P _____		
Engine Oil	8	piece	P _____	P _____		
Oil Filter	1	piece	P _____	P _____		
Change Oil		piece	P _____	P _____		
Wheel Alignment		piece	P _____	P _____		
Wiper Shampoo	1	piece	P _____	P _____		
Wiper Blade	2	piece	P _____	P _____		
<b>Sub-total</b>				P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 2</b>						
<b>Mitsubishi Adventure SHX 698 Repair &amp; Maintenance</b>						
<b>Labor:</b>						
Replace Horn			service P _____	P _____		
Replace Oil Sender			service P _____	P _____		
Pull out Oil Cooler Hose			service P _____	P _____		
Replace Belt			service P _____	P _____		
Change Oil			service P _____	P _____		
Replace Fuel Filter			service P _____	P _____		
Hold Down Lock			service P _____	P _____		
<b>Spare Parts:</b>						
Horn	1	piece	P _____	P _____		
Trouble Shoot and Aircon Cleaning	1	piece	P _____	P _____		
Oil Sender	1	piece	P _____	P _____		
Oil Cooler hose	2	piece	P _____	P _____		
Aircon Belt	1	piece	P _____	P _____		
Steering Belt	1	piece	P _____	P _____		
Alternator Belt	2	piece	P _____	P _____		
Engine Oil	6	piece	P _____	P _____		
Oil Filter	1	piece	P _____	P _____		
Fuel Filter	1	piece	P _____	P _____		
<b>Sub-total</b>				P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				P _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

EmailAddress: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Cellphone No. \_\_\_\_\_

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