



Republic of the Philippines
City Government of Muntinlupa
 National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 4/8/2024
 Quotation No:2024-0216

Company Name: _____
 Address: _____
 Business Permit No.: _____
 TIN: _____
 PhilGEPS Registration No.(required): _____

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure **Repair and maintenance of disaster equipment to be used by DDRM** which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No.9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided.
 A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	4. PhilGEPS Registration (Certified True Copy)
2. Accomplished and Notarized Omnibus Sworn Statement (Original)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no.(02)8861-1127

INSTRUCTIONS:
 (2) Do not alter the contents of this in any way.
 (3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your
 (4) 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 item/s as follows:

Procurement Project			Approved Budget for the Contract (ABC)		
Repair and maintenance of disaster equipment to be used by DDRM			Five Hundred Thousand Pesos		
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		REPAIR AND MAINTENANCE OF DDRM EQUIPMENT			
		with specifications of:			



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9 units	Repair of generator set as needed				
	Repair				
	Replace filters				
	Lubrication				
	Cleaning				
	Cooling service				
	Fuel injector service				
9 units	Quarterly Generator Checking				
	General Inspection				
	Test Batteries				
	Check Intake and Exhaust				
	Manual Start				
	Engine Exercise				
15 units	Chainsaw Preventive Maintenance				
	Test Batteries				
	Check Intake and Exhaust				
	Manual Start				
	Engine Exercise				
1 lot	Mobilization/Demobilization				
	Mobilization/Demobilization				
	Warranty: One (1) year from delivery date				



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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		REPAIR AND MAINTENANCE OF DDRM EQUIPMENT				
		with specifications of:				
9	units	Repair of generator set as needed				
		Repair				
		Replace filters				
		Lubrication				
		Cleaning				
		Cooling service				
		Fuel injector service				
9	units	Quarterly Generator Checking				
		General Inspection				
		Test Batteries				
		Check Intake and Exhaust				
		Manual Start				
		Engine Exercise				
15	units	Chainsaw Preventive Maintenance				
		Test Batteries				
		Check Intake and Exhaust				
		Manual Start				
		Engine Exercise				
1	lot	Mobilization/Demobilization				



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TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for all 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 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 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 overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es