



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines  
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA Philippines



## REQUEST FOR QUOTATION

Date: October 24, 2023  
RFQ No.: 2023-198

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No.: \_\_\_\_\_  
TIN: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than \_\_\_\_\_.

  
**RAY R. ELEVAZO, CESE, MNSA**  
Chairman, Bids & Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	PRICE			OFFER		REMARKS
			QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)		
						Yes	No	
<b>PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE RP VEHICLES TOYOTA</b>		<b>₱700,000.00</b>						
<b>Procurement of Service Provider for the Preventive Maintenance of Motor Vehicles for CY-2024</b> <b>Requirements:</b> 1. Conduct of Automotive Maintenance Service every 10,000KM Distance Travelled  2. Frequency: Minimum of 4 Preventive Maintenance Service (PMS) per vehicle or One (1) PMS per quarter  3. The service center of the service provider must be an authorized Toyota Service Center located in Metro Manila  4. The Service Provider shall ensure full availability of its services and necessary parts, as well as sufficient and competent manpower to timely and satisfactorily perform the essential automotive services in accordance with periodic maintenance plan.  5. The service provider shall properly collect, inventory and turn-over vehicle parts and materials that have been replaced in the course of the maintenance service to the CDA Administrative Division.  6. The Service Provider warrants against workmanship defect and that service shall be performed with technical competence, skills and due care.  7. Scope of work: * Complete Change Oil including replacement of Oil Filter * Clean and Adjust Brake System * Check Gear Oil and replacement if necessary * Check Aircon System * Check Fuel Filter and Air filter; replace if necessary * Check Drive Belts; Check Cooling System Hose * Check Fluids (Brake, coolant, Power steering & Clutch) * Tune-up if necessary  8. List of Vehicles 1 unit Toyota Hi-Ace Commuter (Plate No. SKX-930) Model 2013 1 unit Toyota Hi-Ace Commuter (Conduction No. S9M646) Model 2023 1 unit Toyota Innova G 2.8 Diesel Model 2023, Black (CS No. Z0F498) 2 units Toyota Innova 2.8 Diesel, Model 2022, Metallic Red(CS No. S9P65) and Silver (CS No. S9L833)	1 LOT							

4 units Toyota Innova 2.0 Gasoline, Model 2019, White (CS No. A9P995), (CS No. A9K164), (CS No. A9K536), (CS No. A9O548)							
2 units Toyota Rush 1.5 Gasoline, Model 2019 (CS No. A9V374) Gray, and (CS No. A9U209) Red Mica							
<b>9. Payment:</b> Payment shall be on a monthly basis based on the actual maintenance services rendered during the applicable months subject to the submission of monthly statement of accounts/invoices.							
<b>10. Defective parts found during the conduct of Preventive Maintenance Service are not included and shall be reported to the CDA Administrative Division Chief/Representative for instruction and approval of repair/replacement.</b>  *****nothing follows*****							

Note:

- Supplier must have a Land Bank of the Phil. Account.
- Supplier must submit a sealed quotation.
- Sealed quotation must be submitted together with the following requirements:  
Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Contact Numbers (Landline and/or  
Cellphone Nos.)/E-mail address

Canvasser

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
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 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 items shall be delivered within \_\_\_\_\_ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technically therein and award to any firm whose proposal is deemed most advantageous to the government.