



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: November 27, 2024
RFQ No.: 2024-277

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 _____.


JOSELITO O. HALLAZGO
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	OFFER					REMARKS
			PRICE		Compliance with Technical Specifications (please check)			
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ADMINISTRATIVE DIVISION - TOYOTA MADE RP VEHICLES		₱850,000.00						
PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF TOYOTA MADE MOTOR VEHICLES FOR TWELVE (12) UNITS CY-2025 (Jan. 1 to Dec. 31, 2025) Requirements: 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 Service Center of Toyota Motors Philippines located in Metro Manila 4. The Service Provider shall proceed with actual work or service upon confirmation by the Administrative Division-General Services Section 5. 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. 6. 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. 7. The Service Provider warrants against workmanship defect and that service shall be performed with technical competence, skills and due care. 8. 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, Spark Plug and Air filter; replace if necessary * Check Drive Belts; Check Cooling System Hose * Check Fluids (Brake, coolant, Power steering & Clutch) * Tune-up if necessary 9. List of Vehicles 1 unit Toyota Innova 2.0 gasoline (Plate No. SKX-932) Model 2013 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) NFX-1421 2 units Toyota Innova 2.8 Diesel, Model 2022, Metallic Red (CS No. S9P657) Silver (CS No. S9L833) 4 units Toyota Innova 2.0 Gasoline, Model 2019, White (CS No. A9P995) SNE-6115 (CS No. A9K164) SNE-6117 (CS No. A9K536) SNE-6116 (CS No. A9Q548) SNE-6114 2 units Toyota Rush 1.5 Gasoline, Model 2019 Gray (CS No. A9V374) SNE-6113 Red Mica (CS No. A9U209) SNE-6112 10. 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. 11. 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. *****nothing follows*****	1 LOT							

Note: *Quoted price/s must be VAT inclusive.
*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 technicality therein and award to any firm whose proposal is deemed most advantageous to the government.