



Republic of the Philippines  
 Presidential Communications & Operations Office  
**NATIONAL PRINTING OFFICE**  
 Edsa corner NPO Road, Diliman, Quezon City  
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## REQUEST FOR QUOTATION

For Procurement of 1 Lot General Check-up, repair & Maintenance of One (1) unit Hyundai Elantra with Security Plate No. ABE 1131 (Red Plate No. SKS 285) Through Alternative Mode of Procurement under Sec. 53.9 Small Value Procurement

The National Printing Office, through the Bids and Awards Committee, invites prospective suppliers to submit lowest and reasonable quotation for Procurement of 1 Lot General Check-up, repair & Maintenance of One (1) unit Hyundai Elantra with Security Plate No. ABE 1131 (Red Plate No. SKS 285) with an Approved Budget for the Contract of Php240,000.00 through Revolving Fund 2017.

Quotations must be submitted personally or through e-mail/fax and duly signed by the owner or authorized representative of the supplier. Submission of Price Quotation Form [attachment 1] is not later than 3:00 p.m. on December 27, 2017.

## SCHEDULE OF REQUIREMENTS

Item No.	Description	Quantity	Total	Delivered Weeks/Months	Term of Payment	Warranty
	General Check-up, Repair & Maintenance of one (1) unit Hyundai Elantra with Security Plate No. ABE 1131 (Red Plate No. SKS 285)	1 lot	1	Within twenty [20] working days upon receipt of Purchase Order	Upon completion [good running condition], inspected and accepted by the end-user.	Service – 6 months Parts – 1 month

### Scope of Works

**1 Lot General Check-up, Repair and Maintenance of one (1) unit Hyundai Elantra with Security Plate No. ABE 1131 (Red Plate No. SKS 285)**

Item	Specification	Comply or Not Comply
	<p><b>I. Labor</b></p> <p><b>A. Perform 45,000km maintenance service (Inspect and <u>if necessary, adjust, correct, clean or replace</u>)</b></p> <p><b>B. Also Includes inspection and <u>if necessary, adjust, correct, clean or replace</u></b></p> <ul style="list-style-type: none"> <li>• Dashboard (control panel)</li> <li>• Fuel pump filter</li> <li>• Signal light assembly</li> <li>• Engine compartment</li> <li>• Body, paint, glass, wipers cosmetic finishes, interior / exterior trims, weather strips, all rubber hoses and clips, pipes, hoses and upholstery</li> <li>• Electrical cables, high tension wires, lamps, communication system and associated equipment</li> <li>• Parking assist system</li> <li>• Audio system including original radio, speakers and antenna installed</li> <li>• Safety system of the vehicle</li> </ul> <p><b>C. Perform rustproofing or anti-perforation</b></p> <p><b>D. Perform interior and exterior detailing</b></p> <p><b>E. Replacement of worn-out key case</b></p> <p><b>II. Parts for Replacement</b></p> <p><b>III. Materials that will be used, including Petroleum, Oils, Lubricants, among others</b></p> <p><b>Remarks:</b></p> <ol style="list-style-type: none"> <li>1) The use of Hyundai Genuine Parts and Lubricants is recommended to get top driving performance and safety.</li> <li>2) Preventive Maintenance Service and other repairs should be performed by competent auto repair shop and/or an authorized Hyundai Dealer.</li> </ol>	

Further, interested suppliers must submit, together with their quotation or proposal, the following documents:

1. Certified true copy of valid and current Mayor's Permit/Business License
2. Certified true copy of Tax Clearance issued by BIR
3. Certified true copy of Latest Income and Business Tax Return
4. Certified true copy of PhilGeps Registration
5. Duly notarized Omnibus Sworn Statement

Quotation/s will be valid for a period of 120 calendar days.

The National Printing Office reserves the right to accept or reject any Quotation, to annul the procurement process and to reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, you may get in touch with the BAC Secretariat at the contact number abovementioned

**EDDIE B. VISTA**  
BAC Chairman



Attachment 1

### PRICE QUOTATION FORM

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

The Bids and Awards Committee  
National Printing Office  
Edsa, corner NPO Road  
Diliman, Quezon City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTION	A B C	BID AMOUNT
<b>1 Lot General Check-up, Repair and Maintenance of one (1) unit Hyundai Elantra with Security Plate No. ABE 1131 (Red Plate No. SKS 285)</b>	<b>Php240,000.00</b>	

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

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

Contact No. : \_\_\_\_\_