



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
8F EDPC Bldg., Bangko Sentral ng Pilipinas Complex, Roxas Blvd. cor. P. Ocampo Sr. St., 1004, Manila
blgf.gov.ph | records@blgf.gov.ph



Shopping for Road Vehicles

REQUEST FOR QUOTATION (RFQ)

Source of Funding: ADB Loan 3944 - PHI

Contract Ref: OPI/RFQ-03

Local Governance Reform Project

Contact Address: 8th Floor EDPC Building, BSP Complex, Roxas Boulevard, 1004 Manila
www.blgf.gov.ph | blgf@blgf.gov.ph; +63 2 5318 2507 | 5318 2517

SHOPPING FOR VEHICLES

REQUEST FOR QUOTATION – ROAD VEHICLES (RFQ-RV)

Project Title: LOCAL GOVERNANCE REFORM

Source of Funding: ADB Loan 3944-PHI

Contract Ref: OPI/RFQ-03

Date of Issue of Request: 08 August 2024

To: _____

Sir/Madam:

1. You are hereby requested to submit price quotation(s) for the supply of the following items:

Item No.	Name of Goods or Related Services	Unit	Quantity
1.	Van – Automatic Transmission	Unit	1

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclosed the necessary technical specifications and required quantities under the herein attached Annexes.

2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address: Bureau of Local Government Finance
8th Floor EDPC Building, BSP Complex,
Roxas Boulevard, 1004 Manila

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for each item quoted, including names and addresses of firms providing after-sales service facilities in the Republic of the Philippines.
5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 3 is **16 August 2024**.
6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

- (i) **PRICES:** The prices should be quoted for supply and delivery to the **Bureau of Local Government Finance (BLGF), 8th Floor, EDPG Building, BSP Complex, Manila.** Prices shall be quoted in the Philippine Pesos.
- (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) if a Supplier refuses to accept the correction, his quotation will be rejected.
- In addition to the quoted price, the evaluated price shall include Value Added Tax (VAT) in the Philippines.
- (iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- (iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of one hundred twenty (120) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
- (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

GRACE LOUIE M. BOONGALING
IRENE CLEMENS R. IBARDOLAZA
JOVITO V. ALMONTE, JR.

Telephone: 53182506 | 53182507 | 53182520
E-mail: bid@blgf.gov.ph, property@blgf.gov.ph

9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 30 days from the date of submission of quotation.
10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you

should not be in ADB's sanctions list.

12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,


MA. PAMELA P. QUIZON
LGRP Project Director

should not be in ADB's sanctions list.

12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,


MA. PAMELA P. QUIZON
LGRP Project Director

FORM OF QUOTATION

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the _____ (name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency) _____. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

<u>S. No.</u>	<u>Item No.</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Delivery Time</u>
1.					
2.					
3.					
	<u>Spare Parts</u>	}			
	<u>Tools and Accessories</u>	}			
	<u>Manuals</u>	}			
	<u>Maintenance Requirements</u>	}			

} Specify, if applicable.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: _____
Name and Title of Signatory _____

Name of Supplier: _____
Address: _____
Phone Number: _____
Fax Number, if any _____
Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, ____ 2024, between _____ (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for _____ (description of goods) to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Name of Authorized Representative

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: _____ Purchaser: _____
Package No. _____

1. Schedules for Supply

<u>S. No.</u>	<u>Item No.</u>	<u>Quantity</u>	<u>Delivery Time</u>
1.			
2.			
3.			
	<u>Spare Parts</u>	}	
	<u>Tools and Accessories</u>	}	
	<u>Manuals</u>	}	Specify, if applicable.
	<u>Maintenance Requirements</u>	}	

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding sixty (60) days from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the rules of the Purchaser's country.
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) manufacturer's or supplier's warranty certificate; and
 - (iii) certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: Payment of the contract price shall be made in the following manner:
 - a. (Optional advance payment) 10% within 14 days of signing the contract. Payment shall be made upon presentation by Supplier of verifiable proof of availability of goods ready for shipment/delivery.

- b. 90% (or 80% if advance payment made) upon receipt by the Purchaser of the delivered goods on site in accordance with the contract; and
 - c. 10% upon acceptance of the delivered goods by the Purchaser.
- 9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 36 months or first 100,000 kms from the date of delivery to the Purchaser.
- 10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:
Facility _____
Address _____

- 11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

- 12. Required Technical Specifications: (with attachments as necessary)

- (i) General Description
 - (ii) Specific details and technical standards
 - (iii) Performance Parameters

Supplier confirms compliance with above specifications.

- 13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____

ANNEX "A"

TECHNICAL SPECIFICATIONS: VAN - Automatic Transmission

No.	Description	Technical Specification Required (Minimum)	Technical Specification Submitted by Bidder
I. ENGINE			
1.	Engine Displacement	Minimum 2,755	
2.	Engine Type	16-valve DOHC	
3.	Number of Cylinder	4 cylinders in-line type	
4.	Power transmission	6-speed transmission	
5.	Output Ps/Rpm	176 / 3,400	
6.	Fuel Tank Capacity	Minimum 70 liters	
II. INTERIOR EQUIPMENT			
1.	Air conditioner	Dual Manual Control Air conditioning with Rear Vents	
2.	Window	All power Window, Outside Rearview Mirror, Read window defogger	
3.	Door lock	Central locking, Power Door lock with remote key, Wireless Door lock	
4.	Headrest	Seat Separate Headrest	
5.	Steering Wheel Switch	Audio, telephone, Cruise Control	
6.	Seat belts	Front Seat Driver and Front Seat Passenger Rear Seat Belts: 3 points seatbelt on every seat Minimum of 10 Seatbelt sets	
7.	Airbags	Driver and front passenger	
8.	Number of seats	12 Individual Recline seats	
9.	Audio	Audio system	
10.	Hand brake	Parking hand brake system	
III. EXTERIOR EQUIPMENT			
1.	Wheel	3,310mm steel alloy wheel, with one spare wheel	
2.	Tire Type	235/65R16C Alloy	
3.	Bumpers	Both front and rear bumpers	
4.	Mud Guards	Mudguards for all wheels	
5.	Glass	Windshield laminated glass	
6.	Front Brake/rear brake	Ventilated discs /drum	
7.	Brake System	Anti-Lock Brake System, Brake Assist, Hill start assist	
8.	Lamp	High and Low Beam	
9.	Lock	Wireless door lock	
10.	Side Mirror	Both sides, manual and power adjustment	
IV. COLOR			
1.	Color of Vehicle	Any	
V. WARRANTY			
1.	Insurance and LTO Registration	1-year Comprehensive Insurance Coverage with LTO Registration	
2.	Warranty	36 months or 100,000km, whichever comes first	
3.	Others	Indicate Brand Name, country of manufacture and technical data sheet/brochure: Indicate Name and Address of local representative in the Philippines, if any:	