

## REQUEST FOR QUOTATION (Small Value Procurement)

Company Name : \_\_\_\_\_ Date: \_\_\_\_\_  
Address : \_\_\_\_\_ Quotation No. **CWD 21-2026**  
Tel. No./Fax No. : \_\_\_\_\_ End-User: Administrative Department  
T.I.N. : \_\_\_\_\_

*Please quote your lowest price on the item(s) listed, subject to the Terms and Condition stated below and in a sealed envelope submit your quotation duly signed by authorized representative;*

Activities	Date and Time	Place / Venue
Opening of Requests for Quotation	<b>June 16, 2026 @ 01:00pm</b>	3 <sup>rd</sup> Floor CWD Training Room, Lakeview Subdivision, Barangay Halang, Calamba City, Laguna

**ENGR. JOSELITO A. GILLERA**  
BAC Chairperson

### TERMS AND CONDITIONS:

1. ALL ENTRIES SHALL BE TYPEWRITTEN
2. COMMENCEMENT SHALL BE FOR A PERIOD OF **THREE (3) MONTHS** UPON RECEIPT OF THE APPROVED PURCHASE ORDER.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
4. THE APPROVED BUDGET FOR THE CONTRACT IS AMOUNTING TO **PHP 820,000.00**  
(BID EXCEEDING THE ABC SHALL BE AUTOMATICALLY DISQUALIFIED)
5. ALL PAGES OF THE SUBMITTED DOCUMENTS MUST BE SIGNED BY THE AUTHORIZED REPRESENTATIVE/S
6. ELECTRONIC SUBMISSION IS NOT ALLOWED

### DOCUMENTARY REQUIREMENTS SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION:

1. PHILGEPS CERTIFICATE OF PLATINUM MEMBERSHIP (all pages)
2. Registration Certificate (SEC) / DTI Certificate
3. Mayor's/Business Permit
4. Tax Clearance as per E.O 398, s-2005
5. Latest six (6) month's income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)
6. Latest two (2) quarter's business tax returns (VAT Payments) filed and paid through the BIR Electronic Filing and Payment System (eFPS).
7. OMNIBUS SWORN STATEMENT (as per RA 12009 Standard Format)
8. BIR Certificate of Registration
9. Compliance with the Scope of Works

Supply of Materials and Services for the Change of Cowl, Body Repair & Under Coating of Various Service Vehicles					
Item No.	ITEM/DESCRIPTION	Qty.	Unit	Unit Cost	Total Amount
1	Isuzu Elf Dropside, Plate No. SGB-939	1	lot		
2	Isuzu Elf Dropside, Plate No. SJD-348	1	lot		
	***Nothing Follows***				

Php

Brand and Model : \_\_\_\_\_

Delivery Period : \_\_\_\_\_

Warranty : \_\_\_\_\_

Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Tel. No. /Cellphone No./ e-mail address