Republic of the Philippines
House of Representatives Electoral Tribunal
Electoral Tribunal Building
Commonwealth Avenue, Quezon City

REQUEST FOR QUOTATION

RFQ No. 2026-03-012

Company Name : _____
Address : _____
PhilGEPS Registration No. : _____

The House of Representatives Electoral Tribunal (HRET), through its Bids and Awards Committee (BAC), will undertake procurement as provided under Section 34 (Small Value Procurement) of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

The HRET, hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

Name of Project	:	**Supply and installation of four (4) pcs tires for Toyota Hiace with Plate No. SAA-1032**
Delivery Schedule	:	**As per schedule**
Delivery Site	:	**Electoral Tribunal Building, Commonwealth Ave, Batasan Hills, Quezon City**
Terms of Payment	:	**Send Bill Policy Agreement**
ABC (Approved Budget for the Contract)	:	**Php 37,000.00**
Fund Source	:	**Regular Agency Fund**

Prospective bidders shall accomplish and submit the duly signed **Annex "A" Price Quotation Form (PQF)** (attached on this request).

The quotation may be submitted **manually** in a sealed envelope labeled with the RFQ number to Rico T. Umagap, DPA, Director II, HRMS / OIC-General Service at the G/F House of Representatives Electoral Tribunal Building, Commonwealth Ave., Batasan Hills, Quezon City or through **electronic mail** at general.service@hret.gov.ph on or before 5:00 pm, March 20, 2026.

The electronic submission procedure shall be as follows:

- Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the HRET.
- Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted.
- Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, ONLY the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered.
- Quotation must be inclusive of all applicable government taxes and subject to 5% VAT and 1% or 2% creditable tax withheld at source.
- Supplemental information shall be attached to reflect the complete specification of bid. e.g brand name, model, pictures/brochures/literature, etc.
- Award shall be made to the Lowest Calculated and Responsive Quotation or Single Calculated and Responsive Quotation.
- If multiple bidders are found to have the Lowest Calculated and Responsive Quotation, we will use a non-discretionary, non-discriminatory, luck-based tie-breaking method known as "draw lots"

- Bids should be valid for a minimum of three (3) months from the deadline of submission of bids.

For any clarifications, you may contact the **General Service** thru **general.service@hret.gov.ph.**

Interested supplier/service provider is required to submit the following documents:

1. Duly filled up Price Quotation Form (PQF) – see Annex A
2. Conformed Technical Specifications – see Annex B
3. Valid/Current Mayor's Permit/Business Permit or in its absence, expired Business, or Mayor's Permit with Official Receipt of renewal, subject to submission of valid/updated Business or Mayor's permit after award but before payment
4. PhilGEPS Certificate or Registration Number

In case you do not receive any communication from HRET one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. The HRET reserves the right to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.

(sgd)
Atty. GIRLIE I. SALARDA
Chairperson
HRET Bids and Awards Committee

ANNEX "A"
Price Quotation Form

HOUSE OF REPRESENTATIVES ELECTORAL TRIBUNAL
Commonwealth Avenue, Batasan Hills, 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:

Item	QTY.	Price Per Lot	Total Price
Supply and Installation of four (4) pcs tires for Toyota Hi-Ace with Plate No. SAA-1032	**1**		
		TOTAL	

AMOUNT IN WORDS:

_____

Note: The above-quoted prices are inclusive of all cost and applicable taxes.

Company Name : _____

Address : _____

Contact Number : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____

ANNEX "B"

Technical Specifications

READ THE FOLLOWING CAREFULLY

Item No.	Technical Specifications	Quantity	Statement of Compliance
1	**Tire Specifications:** 4 pcs 195 R15C, 8 PR Tubeless With Tire Valve **Warranty:** Tires - as per Manufacturer's warranty and thirty (30) days on workmanship and back work/job must be done within two (2) calendar days ***Scope of Works:*** • *Supply of 4 pcs Tires 195 R15C, 8PR* • *Tire Dismounting and mounting* • *Tire balancing (wheel weights)* • *Wheel alignment with camber* • *Replacement of one (1) wheel stud bolt at the driver side (LH)* · Including labor, all necessary tools, equipment and other spare parts necessary to complete the job.	1 lot	
2	Delivery Schedule • as per schedule	1 lot	
3	Payment Terms: • One-time payment shall be made within 15-30 days subject to the submission of Sales Invoice and delivery receipt as applicable, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations	1 lot	
4	Special Conditions: • Tire must be of good quality and backed with good performance **• Specify brand, model and origin of tire offered: _____** _____	1 lot	

I hereby certify to comply and deliver all the above requirements.

_____
Name of Company/Prospective Bidder

By:

_____
Printed Name and Signature of Authorized Representative
Date: _____