



RFQ-XN-2026-02-0013

### REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC invites reputable companies to provide quotations for the procurement of supply and installation of replacement of worn-out brake components for the Xiamen PCG's service vehicle (14-Seater Van). The request for quotation is being issued in accordance with GPPB Resolution no. 28-2017 dated 31 July 2017. The details of the requested procurement are as follows:

Name of Project : Procurement of Supply and Installation of Replacement of Worn-Out Brake Components for the Xiamen PCG's Service Vehicle (14-Seater Van)

Location : Philippine Consulate General Grounds, No. 4 Consulate Road, Siming District, Xiamen City, PROC

Terms of Reference: Please see attached Annex A

Approved Budget : Not to exceed CNY 1,000.00

Deadline for Submission of Quotation : 5:00 p.m., 02 March 2026

Quotations must be delivered to the address mentioned above or e-mailed to [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) or [xiamenpcg.procurement@yahoo.com](mailto:xiamenpcg.procurement@yahoo.com) on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**  
Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009 Fujian Province, PROC  
Tel Nos.: (+86-592) 5130355 / 5130366  
Fax No.: (0086) 592-5530803

Very truly yours,

  
**CHARLESON C. HERMOSURA**  
BAC Chairperson

25 February 2026



## TERMS OF REFERENCE

### PROCUREMENT OF SUPPLY AND INSTALLATION OF REPLACEMENT OF WORN-OUT BRAKE COMPONENTS FOR THE XIAMEN PCG'S SERVICE VEHICLE (14-SEATER VAN)

<b>I.</b>	<b>Background:</b>  The Philippine Consulate General in Xiamen, China intends to procure the supply of labor, materials, and technical services necessary for the replacement of worn-out brake components of its 14-seater service vehicle to ensure safe and reliable operation.
<b>II.</b>	<b>Scope of Work:</b>  The service provider shall perform a comprehensive inspection, including: <ul style="list-style-type: none"><li>● Conduct inspection and assessment of the brake system.</li><li>● Supply brand-new replacement brake components.</li><li>● Remove worn-out brake parts.</li><li>● Install new brake components.</li><li>● Refill and bleed brake fluid system as necessary.</li><li>● Conduct testing and roadworthiness check after installation.</li><li>● Ensure proper disposal of replaced parts in accordance with applicable regulations.</li></ul>
<b>III.</b>	<b>Technical Specifications:</b>  The replacement shall include, but not be limited to: <ul style="list-style-type: none"><li>● Brake pads (front and rear, if applicable)</li><li>● Brake shoes (if applicable)</li><li>● Brake discs/rotors (if necessary)</li><li>● Brake drums (if necessary)</li><li>● Brake fluid replacement</li><li>● Other related brake components as required upon inspection</li></ul> Minimum Requirements: <ul style="list-style-type: none"><li>● All parts must be brand new and compatible with the 14-seater van model.</li><li>● Replacement parts must meet manufacturer's standard specifications.</li><li>● Brake fluid must comply with manufacturer-recommended grade.</li><li>● Installation must be performed by qualified automotive technicians.</li></ul>
<b>IV.</b>	<b>Delivery and Completion Period:</b>  The work shall be completed within 15 calendar days from receipt of the Notice to Proceed (NTP).
<b>V.</b>	<b>Warranty:</b>  The Supplier shall provide a minimum warranty of:

- Three (3) months warranty on parts and workmanship.

Any defects occurring within the warranty period shall be corrected at no additional cost to the Consulate.

**VI. Terms of Payment:**

Payment shall be processed upon:

- Completion of work
- Submission of Sales Invoice/Official Receipt
- Submission of Service Report
- Certification of satisfactory completion by the End-User
- Invoice must be addressed to the Philippine Consulate General in Xiamen
- Payment shall be made within thirty (30) working days upon receipt of complete required documents
- Payment shall be made via bank transfer
- All payments shall be inclusive of applicable taxes and other lawful charges

NOTE:

Bidder must state compliance to each of the provision in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is joint venture, the representative must have authority to sign for and in behalf of the partners to joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]



ANNEX B

**PRICE QUOTATION FORM**

25 February 2026

Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009  
Fujian Province, PROC

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item Description	Quantity	Contact Price
Supply and Installation of Replacement of Worn-Out Brake Components for the Xiamen PCG's Service Vehicle (14-Seater Van)	1 lot	

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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

Name/Signature of Representative: \_\_\_\_\_

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