

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-094
Posting Date: July 2, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the "*Preventive Maintenance of Motor Vehicles*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Preventive Maintenance of Motor Vehicles
Approved Budget for the Contract : Thirty Two Thousand Pesos (P32,000.00)
Specifications : Please see attached Annex "A"
Delivery Address : 7th Floor Ben Lor Building, 1184 Quezon Avenue, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Certificate;
3. Compliance to the Technical Specifications (Annex "A"); and
4. Accomplished Price Quotation Form (Annex "B").

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. July 6, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1716 local 128, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1716 local 128 to 129.


SOFIA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Specification	Quantity	Statement of Compliance																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 35%;">Motor Vehicle</td> <td style="width: 15%;">Type</td> <td style="width: 15%;">Quantity</td> <td style="width: 35%;">Model</td> </tr> <tr> <td>Toyota Innova</td> <td></td> <td style="text-align: center;">1</td> <td>2007</td> </tr> <tr> <td>Toyota Innova</td> <td></td> <td style="text-align: center;">2</td> <td>2012</td> </tr> <tr> <td>Toyota Hi-Ace Commuter</td> <td></td> <td style="text-align: center;">1</td> <td>2012</td> </tr> <tr> <td>Toyota Avanza</td> <td></td> <td style="text-align: center;">3</td> <td>2012</td> </tr> </table>	Motor Vehicle	Type	Quantity	Model	Toyota Innova		1	2007	Toyota Innova		2	2012	Toyota Hi-Ace Commuter		1	2012	Toyota Avanza		3	2012		
Motor Vehicle	Type	Quantity	Model																			
Toyota Innova		1	2007																			
Toyota Innova		2	2012																			
Toyota Hi-Ace Commuter		1	2012																			
Toyota Avanza		3	2012																			
Engine Oil (Semi-synthetic)	40 liters																					
Oil Filter	7 pieces																					
Flushing Oil	7 gallons																					
Labor	1 lot																					
Supplier must be able to deliver within three (3) working days upon receipt of written notice from the Chief Administrative Officer	N/A																					

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder

Signature over Printed Name

Date

PRICE QUOTATION FORM

 Date
The Administrative Division

Office of the Vice President
 7th Floor, Ben-Lor Building
 1184 Quezon Avenue, Quezon City

Sir/Madam:

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

Project	Item Description	Quantity	Unit	Unit Price	Total Price
Preventive Maintenance of Motor Vehicles	Engine Oil (Semi-synthetic)	40	liter		
	Oil Filter	7	piece		
	Flushing Oil	7	gallon		
	Labor	1	lot		
	Total (inclusive of VAT)				

- (2) We undertake to deliver above goods and services per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

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

Very truly yours,

 Name/Signature of Representative

 Name of Company

 Contact Number