

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-111
Posting Date: July 20, 2020

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

Name of Project : Preventive Maintenance of Motor Vehicle
Approved Budget : Eighty Thousand Pesos (P80,000.00)
for the Contract
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. Omnibus Sworn Statement (original and notarized);
4. Compliance to the Technical Specifications (Annex "A"); and
5. 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 24, 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
Motor Vehicle Type: Lexus (Bulletproof) Model: 2010		
Oil Filter	1 pc	
Air Filter	1 pc	
Aircon Filter	1 pc	
Brake Pad, Front	1 set	
Brake Pad, Rear	1 set	
Re-face Rotor Discs	4 pcs	
Motor Oil 5W40	8.5 ltrs	
Brake Fluid, DOT 4	3 btls	
Brake Cleaner	2 btls	
Lubricating Grease	½ can	
Coolant, RAF 12	3 ltrs	
Miscellaneous (rags, gloves, sandpaper, engine wash)	1 lot	
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	
Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	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 Vehicle	Oil Filter	1	pc		
	Air Filter	1	pc		
	Aircon Filter	1	pc		
	Brake Pad, Front	1	set		
	Brake Pad, Rear	1	set		
	Re-face Rotor Discs	4	pc		
	Motor Oil 5W40	8.5	liter		
	Brake Fluid, DOT 4	3	bottle		
	Brake Cleaner	2	bottle		
	Lubricating Grease	1/2	can		
	Coolant, RAF 12	3	liter		
	Miscellaneous (rags, gloves, sandpaper, engine wash)	1	lot		
	Labor	1	lot		
	VAT	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