

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No. 2020-124

MR. NORVIC JUAN DOMINGO

Service Advisor
Toyota Quezon Avenue, Inc.

Dear **Mr. Domingo**:

The Office of the Vice President (OVP) will undertake a Direct Contracting procurement in accordance with Section 50 of the Implementing Rules and Regulations of Republic Act No. 9184 for the Project "Preventive Maintenance of Motor Vehicle" with an Approved Budget for the Contract (ABC) of Sixteen Thousand Pesos (P16,000.00).


May we request for a quotation for the said Project per the attached Specifications (Annex "A") together with the following eligibility 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").

Kindly submit the quotation and eligibility documents on or before 9:00 a.m. of August 13, 2019 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 370-1716 local 128 to 129.

For inquiries, you may contact the Bids and Awards Committee (BAC) Secretariat at telephone number 370-1716 local 128 to 129.

Very truly yours,


SOFIA C. YANTO-ABAD
Assistant Chief of Staff
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: Toyota Vios Model: 2017 25,000 km Check-up	2.2 pcs	
Oil Filter 65*72	1 pc	
Brake Cleaner	1 pc	
TGFS SM 5W-40	4 pcs	
Brake Lining and Drums	1.6 pcs	
Fuel System Service (Tune-up)	1 lot	
Airconmatic Antiseptic Deodorize	1 lot	
Engine Treatment Flush	1 lot	
Brake Stop Service	1 lot	
DSL Injector Cleaner	1 pc	
Battery Test	0.313 pc	
Miscellaneous (rags, gloves)	1 lot	
Engine Detailing (small)	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 Vehicle	25,000 km Check-up	2.2	pc		
	Oil Filter 65*72	1	pc		
	Brake Cleaner	1	pc		
	TGFS SM 5W-40	4	pc		
	Brake Lining and Drums	1.6	pc		
	Fuel System Service (Tune-up)	1	lot		
	Airconmatic Antiseptic Deodorize	1	lot		
	Engine Treatment Flush	1	lot		
	Brake Stop Service	1	lot		
	DSL Injector Cleaner	1	pc		
	Battery Test	0.313	pc		
	Miscellaneous (rags, gloves)	1	lot		
	Engine Detailing (small)	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