

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No. 2020-114

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 Vehicles" with an Approved Budget for the Contract (ABC) of Thirty Eight Thousand Pesos (P38,000.00).


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, 2020 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 Hi-Ace Commuter	2 units	
Model: 2019		
15,000 km Check-up and Tire Rotation	1 lot	
TGFS SN/CF 5W-40 1L	1 lot	
Oil Filter	2 pcs	
Drain Plug Gasket	2 pcs	
DSL Injector Cleaner	2 pcs	
Brake Cleaner	2 pcs	
Fuel System Service (Tune-up)	1 lot	
BG Stop Service for Brake	1 lot	
Engine Treatment Flush	1 lot	
Miscellaneous (grease, rags, gloves, sandpaper, environmental fee, engine wash)	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	15,000 km Check-up and Tire Rotation	1	lot		
	TGFS SN/CF 5W-40 1L	1	lot		
	Oil Filter	2	pc		
	Drain Plug Gasket	2	pc		
	DSL Injector Cleaner	2	pc		
	Brake Cleaner	2	pc		
	Fuel System Service (Tune-up)	1	lot		
	BG Stop Service for Brake	1	lot		
	Engine Treatment Flush	1	lot		
	Miscellaneous (grease, rags, gloves, sandpaper, environmental fee, engine wash)	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