

**Office of the Vice President
of the Philippines**

REQUEST FOR QUOTATION

Reference No.: 2020-121

MR. JOHN PAUL S. OCAMPO

Service Advisor
Toyota North EDSA

Dear **Mr. Ocampo**

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 and Wheel Alignment and Balancing of Motor Vehicle" with an Approved Budget for the Contract (ABC) of Thirteen Thousand Pesos (P13,000.00).

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 10:00 a.m. of August 10, 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 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 Model: 2020		
20,000 KM Check-up	1 lot	
TDO CH-4 15W-40 1L	7 pcs	
Oil Filter	1 pc	
Gasket	1 pc	
Brake Cleaner	1 can	
Brake Anti-Squeal	1 pc	
Silicone Spray	1 can	
Wheel Alignment	7.5 pcs	
Wheel Balancing	2 pcs	
Miscellaneous (rags, gloves)	1 lot	

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 and Wheel Alignment and Balancing of Motor Vehicle	20,000 KM Check-up	1	lot		
	TDO CH-4 15W-40 1L	7	pc		
	Oil Filter	1	pc		
	Gasket	1	pc		
	Brake Cleaner	1	can		
	Brake Anti-Squeal	1	pc		
	Silicone Spray	1	can		
	Wheel Alignment	7.5	pc		
	Wheel Balancing	2	pc		
	Miscellaneous (rags, gloves)	1	lot		
	VAT	1	lot		
	Total (inclusive of VAT)				

(2) We undertake to deliver above goods and services per technical specifications within one (1) calendar day from receipt of vehicle; 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