

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-122
Posting Date: August 7, 2020

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

Name of Project : Repair of Air Conditioning Unit of Motor Vehicle
Approved Budget : Twenty Two Thousand Pesos (P22,000.00)
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. 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 10:00 a.m. August 10, 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: Toyota Hi-Ace Model: 2012		
Cooling Coil (front)	1 pc	
Cooling Coil (rear)	1 pc	
Full charge R-134-A with oil vacuum dual-air con, O-ring, Labor	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
Repair of Air Conditioning Unit of Motor Vehicle	Cooling Coil (front)	1	pc		
	Cooling Coil (rear)	1	pc		
	Full charge R-134-A with oil vacuum dual air-con, O-ring, Labor	1	lot		
	Total (inclusive of VAT)				

- (2) We undertake to deliver above goods per technical specifications within three (3) calendar days from receipt of purchase order; 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