

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

**REQUEST FOR QUOTATION**

**Reference No.:** 2020-125

**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 of Motor Vehicle" with an Approved Budget for the Contract (ABC) of Eleven Thousand Pesos (P11,000.00).

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, 7<sup>th</sup> 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 Innova Model: 2020		
15,000 KM Check-up	2.2 pcs	
TDO CH-4 15W-40 1L	8 pcs	
Oil Filter	1 pc	
Gasket	1 pc	
Brake Lining and Drums	2.1 pcs	
Brake Cleaner	1 can	
Brake Stop Squeal	1 pc	
Silicone Spray	1 can	
Wheel Alignment	3.75 pcs	
Wheel Balancing	2 pcs	
Miscellaneous (rags, gloves)	1 lot	
Fuel System Drier	1 pc	
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.

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**Name of Company/Bidder**                      **Signature over Printed Name**                      **Date**

**PRICE QUOTATION FORM**


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 Date
**The Administrative Division**

Office of the Vice President  
 7<sup>th</sup> 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:

<b>Project</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Preventive Maintenance of Motor Vehicle</b>	15,000 KM Check-up	2.2	pc		
	TDO CH-4 15W-40 1L	8	pc		
	Oil Filter	1	pc		
	Gasket	1	pc		
	Brake Lining and Drums	2.1	pc		
	Brake Cleaner	1	can		
	Brake Stop Squeal	1	pc		
	Silicone Spray	1	can		
	Wheel Alignment	3.75	pc		
	Wheel Balancing	2	pc		
	Miscellaneous (rags, gloves)	1	lot		
	Fuel System Drier	1	pc		
	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)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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Name/Signature of Representative

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Name of Company

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Contact Number