

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

Reference No.: 2021-452  
Posting Date: August 13, 2021

The Office of the Vice President (OVP), through its General Services Division, will undertake a Small Value Procurement for the ***“Periodic Preventive Maintenance and Replacement of Various Parts of Foton Van”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : One Hundred Three Thousand Pesos (P103,000.00)  
for the Contract

Specifications : Please see attached Annex “A”

Delivery Address : 7<sup>th</sup> 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. Omnibus Sworn Statement (original and notarized);
4. Compliance to the Technical Specifications (Annex “A”); and
5. 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 9:00 a.m. of August 18, 2021. It may be done manually at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City, through facsimile at telefax no. 8370-1716 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 8370-1716 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: Foton Van Model: 2016		
Motor Oil, Fully Synthetic	8 liters	
Oil Filter	1 pc	
Fuel Filter	1 pc	
Air Filter	1 pc	
Odometer Sensor, Small and Big	2 pcs	
Headlight Assembly	1 pc	
Headlight Bulb	1 pc	
Intake Manifold Gasket	1 pc	
Door Mechanism LH/RH	1 pc	
EGR Valve	1 pc	
Dismantle EGR system, replace defective worn out parts	1 lot	
Dismantle power window mechanism assembly for repair and replace worn out parts	1 lot	
Dismantle intake/exhaust manifold for cleaning and replace gasket	1 lot	
Change Oil/Tune up	1 lot	
Check odometer sensor system, headlight socket, wiring connector and replace defective parts	1 lot	
Supplier must be able to deliver within seven (7) working days upon receipt of vehicle for repair	N/A	

I hereby certify to comply and deliver all the above Technical Specification.

\_\_\_\_\_  
**Name of  
 Company/Bidder**

\_\_\_\_\_  
**Signature over Printed  
 Name**

\_\_\_\_\_  
**Date**

*J*

**PRICE QUOTATION FORM**


---

 Date

**The General Services 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>Periodic Preventive Maintenance and Replacement of Various Parts of Foton Van</b>	Motor Oil, Fully Synthetic	8	liter		
	Oil Filter	1	pc		
	Fuel Filter	1	pc		
	Air Filter	1	pc		
	Odometer Sensor, Small and Big	2	pc		
	Headlight Assembly	1	pc		
	Headlight Bulb	1	pc		
	Intake Manifold Gasket	1	pc		
	Door Mechanism LH/RH	1	pc		
	EGR Valve	1	pc		
	Dismantle EGR system, replace defective worn out parts	1	lot		
	Dismantle power window mechanism assembly for repair and replace worn out parts	1	lot		

	Dismantle intake/exhaust manifold for cleaning and replace gasket	1	lot		
	Change Oil/Tune up	1	lot		
	Check odometer sensor system, headlight socket, wiring connector and replace defective parts	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

*J*