

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

**Reference No.:** 2021-473  
**Posting Date:** August 12, 2021

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

Approved Budget : Ten Thousand Pesos (P10,000.00)  
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. 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 9:00 a.m. of August 16, 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](mailto: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.

  
**SOFA 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."

<b>Specification</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Motor Vehicle Type: Toyota Avanza Model: 2012		
Oil Filter	1 pc	
Air Filter	1 pc	
Fuel Filter	1 pc	
Motor Oil, Fully Synthetic	5 liters	
Spark Plug	4 pcs	
Labor	1 lot	
Supplier must be able to deliver within two (2) working days upon receipt of vehicle	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**


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 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 of Toyota Avanza</b>	Oil Filter	1	pc		
	Air Filter	1	pc		
	Fuel Filter	1	pc		
	Motor Oil, Fully Synthetic	5	liter		
	Spark Plug	4	pc		
	Labor	1	pc		
	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