

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-496
Posting Date: August 26, 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 Tata Pick-up”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Ten Thousand Five Hundred Pesos (P10,500.00)
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 9:00 a.m. of August 30, 2021. It may be done manually at the Property and Procurement Unit, 7th 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: Tata Pick-up Model: 2014		
Engine Oil, SF15-W40	8 liters	
Oil Filter	1 pc	
Oil Flushing	1 pc	
Brake Cleaner	2 cans	
Stop Squeal	1 pc	
Brake Paste	1 pc	
Antibac	1 pc	
Shop Materials	1 lot	
Labor	1 lot	
Supplier must be able to complete the work within two (2) 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

PRICE QUOTATION FORM

 Date
The General Services 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
Periodic Preventive Maintenance of Tata Pick-up	Engine Oil, SF15-W40	8	liter		
	Oil Filter	1	pc		
	Oil Flushing	1	pc		
	Brake Cleaner	1	can		
	Stop Squeal	2	pc		
	Brake Paste	1	pc		
	Antibac	1	pc		
	Shop Materials	1	lot		
		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