

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-498
Posting Date: September 6, 2021

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

Approved Budget : Sixty Six Thousand Pesos (P66,000.00)
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. Omnibus Sworn Statement (original and notarized);
4. Certificate of Satisfactory Compliance on Completed Similar Projects;
5. Compliance to the Technical Specifications (Annex “A”); and
6. 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 September 10, 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												
<p>Interior Detailing - Scrubbing, spraying, brushing, vacuuming, application of trim conditioner, removal of mats, clean dashboard, seats, carpets (not removed), ceiling, headliners, sidings and center consoles</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center;"><u>Unit</u></th> <th style="text-align: center;"><u>Quantity</u></th> </tr> </thead> <tbody> <tr> <td>Lexus LX570</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Toyota Land Cruiser</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Toyota Hi-Ace Super Grandia</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Toyota Hi-Ace Commuter Van</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Toyota Innova</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	<u>Unit</u>	<u>Quantity</u>	Lexus LX570	1	Toyota Land Cruiser	1	Toyota Hi-Ace Super Grandia	1	Toyota Hi-Ace Commuter Van	2	Toyota Innova	3	1 lot	
<u>Unit</u>	<u>Quantity</u>													
Lexus LX570	1													
Toyota Land Cruiser	1													
Toyota Hi-Ace Super Grandia	1													
Toyota Hi-Ace Commuter Van	2													
Toyota Innova	3													
<p>Back to Zero Sanitation – remove germs, bacteria and odor (interior)</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center;"><u>Unit</u></th> <th style="text-align: center;"><u>Quantity</u></th> </tr> </thead> <tbody> <tr> <td>Lexus LX570</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Toyota Land Cruiser</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Toyota Hi-Ace Super Grandia</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Toyota Hi-Ace Commuter Van</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Toyota Innova</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	<u>Unit</u>	<u>Quantity</u>	Lexus LX570	1	Toyota Land Cruiser	1	Toyota Hi-Ace Super Grandia	1	Toyota Hi-Ace Commuter Van	2	Toyota Innova	3	1 lot	
<u>Unit</u>	<u>Quantity</u>													
Lexus LX570	1													
Toyota Land Cruiser	1													
Toyota Hi-Ace Super Grandia	1													
Toyota Hi-Ace Commuter Van	2													
Toyota Innova	3													
<p>Main Carpet and Seat Removal – remove carpet and seat for shampooing and conditioning</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center;"><u>Unit</u></th> <th style="text-align: center;"><u>Quantity</u></th> </tr> </thead> <tbody> <tr> <td>Toyota Innova</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	<u>Unit</u>	<u>Quantity</u>	Toyota Innova	1	1 lot									
<u>Unit</u>	<u>Quantity</u>													
Toyota Innova	1													
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

 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
Detailing Services of Motor Vehicles	Interior Detailing of Eight (8) Vehicles	1	lot		
	Back to Zero Sanitation of Eight (8) Vehicles	1	lot		
	Main Carpet and Seat Removal of one (1) Vehicle	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