

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

Reference No.: 2021-515  
Posting Date: September 2, 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 Mitsubishi FB L300 Van”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Sixty Two Thousand Pesos (P62,000.00)  
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 September 7, 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."

<b>Specification</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Motor Vehicle Type: Mitsubishi FB L300 Van Model: 2017		
Motor Oil, Fully Synthetic	6 liters	
Oil Filter	1 pc	
Fuel Filter	1 pc	
Motor Flush	1 pc	
Brake Pad	1 set	
Brake Shoe	1 set	
Radiator Assembly	1 pc	
Wheel Cylinder	2 pcs	
Air Con Belt	1 pc	
Alternator Belt	1 pc	
Power Steering Belt	1 pc	
Timing Belt, Long	1 pc	
Timing Belt, Short	1 pc	
Tensioner Bearing, Big	1 pc	
Tensioner Bearing, Small	1 pc	
Gear Oil	3 liters	
Primary Clutch Assembly	1 pc	
Secondary Clutch Assembly	1 pc	
Coolant	1 liter	
Steering Fluid	1 liter	
Labor (Change oil, retighten under chassis and re-greasing)	1 lot	
Labor (Check brake system, replace worn out parts, adjust and clean)	1 lot	
Labor (Replace all belts)	1 lot	
Labor (Check clutch system and replace worn out parts)	1 lot	
Labor (Pull down radiator assembly and replace worn out parts)	1 lot	

Labor (Machine shop work, reface rotor disc)	1 lot	
Supplier must be able to deliver within three (3) 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**


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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 and Replacement of Various Parts of Mitsubishi FB L300 Van</b>	Motor Oil, Fully Synthetic	6	liter		
	Oil Filter	1	pc		
	Fuel Filter	1	pc		
	Motor Flush	1	pc		
	Brake Pad	1	set		
	Brake Shoe	1	set		
	Radiator Assembly	1	pc		
	Wheel Cylinder	2	pc		
	Air Con Belt	1	pc		
	Alternator Belt	1	pc		
	Power Steering Belt	1	pc		
	Timing Belt, Long	1	pc		
	Timing Belt, Short	1	pc		
	Tensioner Bearing, Big	1	pc		
	Tensioner Bearing, Small	1	pc		
	Gear Oil	3	liter		
	Primary Clutch Assembly	1	pc		
	Secondary Clutch Assembly	1	pc		
	Coolant	1	liter		

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	Steering Fluid	1	liter		
	Labor (Change oil, retighten under chassis and re-greasing)	1	lot		
	Labor (Check brake system, replace worn out parts, adjust and clean)	1	lot		
	Labor (Replace all belts)	1	lot		
	Labor (Check clutch system and replace worn out parts)	1	lot		
	Labor (Pull down radiator assembly and replace worn out parts)	1	lot		
	Labor (Machine shop work, reface rotor disc)	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

*J*