

**Office of the Vice President  
of the Philippines**

**REQUEST FOR QUOTATION**

**Reference No.:** 2021-541

**MR. JOSEPH P. GONZALES**

Service Advisor  
Automobil Sport Corp.

Dear **Mr. Gonzales**:

The Office of the Vice President (OVP) will undertake a Negotiated Procurement-Emergency Cases procurement in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184 for the Project "Periodic Preventive Maintenance and Replacement of Starter Assembly of Lexus" with an Approved Budget for the Contract (ABC) of One Hundred Thirty Seven Thousand Seven Hundred Six Pesos and 24/100 (P137,706.24).

May we request for a quotation for the said Project per the attached Specifications (Annex "A") together with the following eligibility 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").

Submission of quotation and eligibility documents is on or before 9:00 a.m. of September 9, 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.

For inquiries, you may contact us at telephone number 8370-1716 local 128 to 129.

Very truly yours,

  
**SOFIA C. YANTO-ABAD**  
Assistant Chief of Staff  
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: Lexus LX-570 Model: 2018		
Starter Assembly	1 pc	
Oil Filter	1 pc	
Air Filter	1 pc	
Air Con Filter	1 pc	
Motor Oil, Fully Synthetic 5W40	8.5 liters	
Rapid Cleaner	2 bottles	
Sundries	1 lot	
Labor	1 lot	
Supplier must be able to deliver within three (3) weeks upon receipt of purchase order	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  
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:

Project	Item Description	Quantity	Unit	Unit Price	Total Price
<b>Periodic Preventive Maintenance and Replacement of Starter Assembly of Lexus</b>	Starter Assembly	1	pc		
	Oil Filter	1	pc		
	Air Filter	1	pc		
	Air Con Filter	1	pc		
	Motor Oil, Fully Synthetic 5W40	8.5	liter		
	Rapid Cleaner	1	bottle		
	Sundries	1	lot		
	Labor	1	lot		
	VAT	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