

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-578
Posting Date: September 29, 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 Repair of Windshield Leakage of Toyota Avanza**” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Sixteen Thousand Pesos (P16,000.00)
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. 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 October 1, 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: Toyota Avanza Model: 2012		
Engine Oil	5 liters	
Air Filter	1 pc	
Oil Filter	1 pc	
Fuel Filter	1 pc	
Spark Plug	4 pcs	
Labor - Change oil and replacement of parts	1 lot	
Replacement of rubber of windshield, cleaning (Inclusive of labor and materials)	1 lot	
Supplier must be able to deliver within one (1) calendar day 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 Price	Total Price
Periodic Preventive Maintenance and Repair of Windshield Leakage of Toyota Avanza	Engine Oil	5 liters		
	Air Filter	1 pc		
	Oil Filter	1 pc		
	Fuel Filter	1 pc		
	Spark Plug	4 pcs		
	Labor - Change oil and replacement of parts	1 lot		
	Replacement of rubber of windshield, cleaning (inclusive of labor and materials)	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