

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

**Reference No.:** 2021-584  
**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 Replacement of Valve Cover Gasket of Mitsubishi L300 FB Van”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Fifteen Thousand Pesos (P15,000.00)  
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. 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, 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 L300 FB Van Model: 2017		
Motor Oil	6 liters	
Oil Filter	1 pc	
Fuel Filter	1 pc	
Valve Cover Gasket	1 pc	
Silicone	1 pc	
Motor Flush	1 pc	
Labor - Repair of oil leak and replacement of valve cover gasket	1 lot	
Labor – Change oil and replacement of filters	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**

J

### 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 Price	Total Price
<b>Periodic Preventive Maintenance and Replacement of Valve Cover Gasket of Mitsubishi L300 FB Van</b>	Motor Oil	6 liters		
	Oil Filter	1 pc		
	Fuel Filter	1 pc		
	Valve Cover Gasket	1 pc		
	Silicone	1 pc		
	Motor Flush	1 pc		
	Labor - Repair of oil leak and replacement of valve cover gasket	1 lot		
	Labor – Change oil and replacement of filters	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

*J*