

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

**REQUEST FOR QUOTATION**

**Reference No.:** 2021-598

**MR. NORVIC JUAN DOMINGO**

Service Advisor  
Toyota Quezon Avenue, Inc.

Dear **Mr. Domingo**:

The Office of the Vice President (OVP) will undertake a Direct Contracting Procurement in accordance with Section 50 of the Implementing Rules and Regulations of Republic Act No. 9184 for the Project "Periodic Preventive Maintenance of Toyota Innova" with an Approved Budget for the Contract (ABC) of Twenty Three Thousand Pesos (P23,000.00).

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").

Kindly submit the quotation and eligibility documents on or before 9:00 a.m. of October 6, 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 the Bids and Awards Committee (BAC) Secretariat 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."

Specification	Quantity	Statement of Compliance
Motor Vehicle Type: Toyota Innova Model: 2020		
Periodic Maintenance Service	1 lot	
TGFS SN/CF 5W-40 1L	8 liters	
Oil Filter	1 pc	
Drain Plug Gasket	1 pc	
DSL Injector Cleaner	1 pc	
Brake Cleaner	1 pc	
Toyota Genuine Bactaklenz	1 pc	
Fuel System Service (Engine Tune-up)	1 lot	
BG Brake Stop PMS	1 pc	
Engine Treatment	1 lot	
Brake Paste	1 pc	
Airconmatic	1 lot	
Engine Detailing (Wash)	1 lot	
Rags, Gloves, Miscellaneous, Environmental Fee	1 lot	
Supplier must be able to deliver within one (1) calendar day upon receipt of vehicle for maintenance	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:

<b>Project</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Periodic Preventive Maintenance of Toyota Innova</b>	Periodic Maintenance Service	1 lot		
	TGFS SN/CF 5W-40 1L	8 liters		
	Oil Filter	1 pc		
	Drain Plug Gasket	1 pc		
	DSL Injector Cleaner	1 pc		
	Brake Cleaner	1 pc		
	Toyota Genuine Bactaklenz	1 pc		
	Fuel System Service (Engine Tune-up)	1 lot		
	BG Brake Stop PMS	1 pc		
	Engine Treatment	1 lot		
	Brake Paste	1 pc		
	Airconmatic	1 lot		
	Engine Detailing (Wash)	1 lot		
	Rags, Gloves, Miscellaneous, Environmental Fee	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

3