

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

REQUEST FOR QUOTATION

Reference No.: 2021-603

Mr. BERNADETTE S. CELIS
Business Manager
Fleetserv, Inc.

Dear **Ms. Celis**:

The Office of the Vice President (OVP) will undertake a Negotiated Procurement-Emergency Cases in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184 for the Project, ***“Periodic Preventive Maintenance and Cleaning of Brakes of Toyota Innova”*** with an approved Budget for the Contract (ABC) of Fourteen Thousand Four Hundred Pesos (P14,400.00).

May we request for a quotation for the said Project per attached Specifications (Annex “A”) together with the following eligibility documents:

1. Valid and current Mayor’s/Business Permit;
2. Compliance to the Technical Specifications (Annex “A”); and
3. Accomplished Price Quotation Form (Annex “B”).

Kindly submit the quotation and eligibility documents on or before 9:00 p.m. of October 8, 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.

For inquiries, you may contact the Bids and Awards Committee (BAC) Secretariat 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 Innova Model: 2017		
Oil Filter	1 pc	
Fuel Filter	1 pc	
Air Filter	1 pc	
Motor Flush	1 pc	
Brake Cleaner	1 pc	
Automatic Transmission Fluid	1 lot	
Gear Oil	1 pc	
Motor Oil, Fully Synthetic	8 liters	
Labor – Change oil, adjustment and cleaning of brakes and replacement of filters and parts	1 lot	
Supplier must be able to deliver within two (2) calendar days upon receipt of vehicle	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 Cleaning of Brakes of Toyota Innova	Oil Filter	1 pc		
	Fuel Filter	1 pc		
	Air Filter	1 pc		
	Motor Flush	1 pc		
	Brake Cleaner	1 pc		
	Automatic Transmission Fluid	1 lot		
	Gear Oil	1 pc		
	Motor Oil, Fully Synthetic	8 liters		
	Labor – Change oil, adjustment and cleaning of brakes and replacement of filters and parts	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

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