

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

**REQUEST FOR QUOTATION**

**Reference No.:** 2021-460

**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, ***“Supply, Delivery and Installation of Motor Vehicle Tires”*** with an approved Budget for the Contract (ABC) of Fifteen Thousand Seventeen Pesos (P15,017.00).

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 1:00 p.m. of August 10, 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.

  
**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: Hyundai Starex		
Tires, Size 225/70R16	2 pcs	
Tire change, balance and alignment with camber - four (4) tires	1 lot	
Supplier must be able to deliver within one (1) working day 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

*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	Unit Price	Total Price
<b>Supply, Delivery and Installation of Motor Vehicle Tires</b>	Tires, Size 225/70R16	2	pc		
	Tire change, balance and alignment with camber - four (4) tires	1	lot		
	Total (inclusive of VAT)				

- (2) We undertake to deliver above service 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)

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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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