

February 26, 2025

## REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

**RFQ No.** TPB-RFQ 2025.02.062  
**PR No.** 02.050

**Requirements:** **Preventive Maintenance Services for TPB Pool Vehicle, Toyota 2019 Rush 1.5G AT with Conduction No. POV760**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<b>Labor:</b> <ul style="list-style-type: none"> <li>Perform 95,000 KM Check up</li> <li>Change Oil/Replace Oil Filter</li> <li>Check, Clean and Adjust Brake Parts</li> <li>Engine Treatment</li> <li>Aircon Treatment</li> <li>Brake Fluid and Coolant Check</li> <li>Brake parts Checking/Cleaning</li> <li>Fuel System Check/Cleaning</li> <li>Cabin Deodorization</li> <li>Engine Detailing</li> </ul> <b>+ Parts and Miscellaneous</b>	PhP20,000.00	PhP20,000.00
	<b>PROJECT OFFICER CONTACT INFORMATION</b> <b>Primary</b> Paula Jesusa C. Granale Email: <a href="mailto:paula_granale@tpb.gov.ph">paula_granale@tpb.gov.ph</a>  Dgar E. Parrocha Tel: +63 2 8523 8960 Email: <a href="mailto:edgar_parrocha@tpb.gov.ph">edgar_parrocha@tpb.gov.ph</a>		
	<b>NOTE:</b> 1. <b>Quotation</b> - All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
Terms of Payment	<ul style="list-style-type: none"> <li>Payment will be processed upon completion of the delivery</li> <li>Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB).</li> </ul>		

	<ul style="list-style-type: none"> <li>TPB does fund transfers through the Land bank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.</li> </ul>		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php20,000.00

Please submit your **quotation together with the duly accomplished Technical Compliance and the relevant documents enumerated below** to the email address [bhong\\_ducusinn@tpb.gov.ph](mailto:bhong_ducusinn@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) no later than **3 March 2025** at 5:00 PM.

Following are the relevant documents:

1. PhilGEPS Registration Certificate
2. Mayor's/ Business Permit
3. BIR Certificate of Registration (BIR FORM 2303)

For any clarification, you may send an email to the BAC Secretariat at the addresses stated above.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.



**JANET G. VILLARRANCA**  
Acting Head,  
Procurement Management Division  
Finance Department

Contact person: Jose T. Ducusin, Jr

**TECHNICAL SPECIFICATION**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance ( <i>comply /not comply</i> )
A.	<b>Preventive Maintenance Services for TPB Pool Vehicle, Toyota 2019 Rush 1.5G AT with Conduction No. POV760</b> ABC : 20,000.00	1 Lot	
	<b>Labor:</b> <ul style="list-style-type: none"> <li>• Perform 95,000 KM Check up</li> <li>• Change Oil/Replace Oil Filter</li> <li>• Check, Clean and Adjust Brake Parts</li> <li>• Engine Treatment</li> <li>• Aircon Treatment</li> <li>• Brake Fluid and Coolant Check</li> <li>• Brake parts Checking/Cleaning</li> <li>• Fuel System Check/Cleaning</li> <li>• Cabin Deodorization</li> <li>• Engine Detailing</li> </ul> <b>+ Parts and Miscellaneous</b>		

**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date