

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 2025.02.064
PR No. 02.052

Requirements: **Preventive Maintenance Services for TPB Pool Vehicle, Toyota 2019/Corolla 1.6V AT white Pearl with Conduction No. POI197**

| Quantity | Item/Description | Estimated Unit Price | Total Cost (PhP) |
|------------------|---|----------------------|------------------|
| 1 lot | Labor: <ul style="list-style-type: none"> Perform 65,000 KM Check up Change Oil/Replace Oil Filter Check, Clean and Adjust Brake Parts Key Battery Check/Replacement Engine Treatment/Decarbonize Aircon Treatment Brake Fluid and Coolant Check Brake Parts Checking/Cleaning Fuel System Check/Cleaning Cabin Deodorization Engine Detailing + Parts and Miscellaneous | PhP20,000.00 | PhP20,000.00 |
| | PROJECT OFFICER CONTACT INFORMATION Primary Paula Jesusa C. Granale Email: paula_granale@tpb.gov.ph Dgar E. Parrocha Tel: +63 2 8523 8960 Email: edgar_parrocha@tpb.gov.ph | | |
| | NOTE: <ol style="list-style-type: none"> Quotation - All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. | | |
| Terms of Payment | <ul style="list-style-type: none"> Payment will be processed upon completion of the delivery Payment will be on a send-bill arrangement to | | |

| | | | |
|-----|--|--|--------------|
| | <p>the Tourism Promotions Board (TPB).</p> <ul style="list-style-type: none"> 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. | | |
| 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 / 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

ANNEX "A"

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. | Preventive Maintenance Services for TPB Pool Vehicle, Toyota 2019/Corolla 1.6V AT white Pearl with Conduction No. POI197 ABC : 20,000.00 | 1 Lot | |
| | Labor: <ul style="list-style-type: none"> • Perform 65,000 KM Check up • Change Oil/Replace Oil Filter • Check, Clean and Adjust Brake Parts • Key Battery Check/Replacement • Engine Treatment/Decarbonize • Aircon Treatment • Brake Fluid and Coolant Check • Brake Parts Checking/Cleaning • Fuel System Check/Cleaning • Cabin Deodorization • Engine Detailing + Parts and Miscellaneous | | |

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date