

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 2025.02.066  
**PR No. 02.054**

**Requirements:** Preventive Maintenance Services for TPB Pool Vehicle, 2022 Mitsubishi, Expander with CS# YIZ273

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<b>Labor:</b> <ul style="list-style-type: none"> <li>Perform 30,000 KM Check up</li> <li>Change Oil/Replace Oil Filter</li> <li>Check, Clean and Adjust Brake Parts</li> <li>Engine grooming</li> <li>Tire alignment and rotation</li> <li>Transmission Fluid Replacement</li> <li>+ Parts and Miscellaneous</li> </ul>	PhP15,000.00	PhP15,000.00
	<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>  Edgar 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> <ol style="list-style-type: none"> <li><b>Quotation</b> - All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms of Payment	<b>C.O.D.</b>		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		PhP15,000.00

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. VILLAFRANCA**  
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, 2022 Mitsubishi, Expander with CS# YIZ273</b> ABC : 15,000.00	1 Lot	
	<b>Labor:</b> <ul style="list-style-type: none"> <li>• Perform 30,000 KM Check up</li> <li>• Change Oil/Replace Oil Filter</li> <li>• Check, Clean and Adjust Brake Parts</li> <li>• Engine grooming</li> <li>• Tire alignment and rotation</li> <li>• Transmission Fluid Replacement</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