

20 June 2025

## REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2025.06.172**

PR No. **2025.06.022**

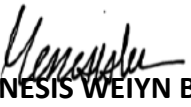
**Requirements:** **Corrective Maintenance Services for TPB Pool Vehicle, Toyota HiAce Commuter Deluxe with Plate No. SNA-2549**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<b>Labor:</b> <ul style="list-style-type: none"> <li>Replace Clutch Component</li> </ul> <b>+ Parts and Miscellaneous</b>	PhP104,170.99	PhP104,170.99
	<b>PROJECT OFFICER CONTACT INFORMATION</b>  Johnnel A. Ignacio Tel: +63 2 8523 8960 Email: <a href="mailto:johnnel_ignacio@tpb.gov.ph">johnnel_ignacio@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>		
	<b>LEGAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>Mayor's/ Business Permit</li> <li>PhilGEPS Registration Number/ Certificate</li> <li>BIR Certificate of Registration (BIR FORM 2303)</li> </ol>		
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> <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		<b>PhP104,170.99</b>

Please submit your **quotation, technical, and legal documents**, duly signed by your authorized representative, to the email addresses: [bhong\\_ducusinn@tpb.gov.ph](mailto:bhong_ducusinn@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), not later than **24 June 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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.

  
**GENESIS WEIYN B. LEE**  
Acting Head  
Procurement Management Division

**CONTACT PERSON: JOSE T. DUCUSIN, JR**

**ANNEX "A"**

<b><u>TECHNICAL SPECIFICATION</u></b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification.			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance (<i>comply /not comply</i>)</b>
A	<b>Corrective Maintenance Services for TPB Pool Vehicle, Toyota HiAce Commuter Deluxe with Plate No. SNA-2549</b>  ABC : <b>PhP104,170.99</b>	1 Lot	
B	<b>Labor:</b> <ul style="list-style-type: none"><li>• Replace Clutch Component</li></ul> <b>+ Parts and Miscellaneous</b>		

**I hereby certify that I comply with all the above Technical Specifications.**

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

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

\_\_\_\_\_  
Date