

30 June 2025

## REQUEST FOR QUOTATION

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

RFQ No. : **TPB-RFQ 2025.06.183**  
PR No. : **2025.06.030**

**Requirements : Preventive Maintenance Services for TPB Vehicle – Toyota 2013/Hiace GL Grandia 2.5L SLB-165**


Quantity	Particulars	Estimated Unit Price	Total Cost (PhP)
1 lot	<b>Labor:</b> <ul style="list-style-type: none"> <li>180,000 KM PM Check up</li> </ul> <b>Parts:</b> <ul style="list-style-type: none"> <li>Gasket</li> <li>Oil Filter IMV</li> <li>TWWF W756</li> <li>TGFS SN/CF 5W-30 1L</li> <li>Toyota Genuine Diesel Engine</li> </ul> <b>Sublet:</b> <ul style="list-style-type: none"> <li>Brake Conditioner</li> <li>SM Engine Treatment 1</li> <li>Engine Decarbonize 4 Cylinder</li> <li>Engine Detailing</li> <li>Undercoat</li> <li>Miscellaneous</li> </ul> <b>MISC/Material</b> <ul style="list-style-type: none"> <li>Rags</li> <li>Hand Gloves</li> <li>Stop Squel Bottle</li> <li>BG Bethanol Fuel Drier</li> <li>Cabin Deodorizer</li> <li>Combustion Chamber Cleaner</li> </ul>	PhP26,000.00	PhP26,000.00
	<b>PROJECT OFFICER CONTACT INFORMATION</b> Mr. Edgar E. Parrocha 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.		
	<b>LEGAL REQUIREMENTS:</b> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration (BIR FORM 2303)		
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>		
Terms	30 days from receipt of Invoice		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>PhP26,000.00</b>

Please submit your **quotation, technical, and legal documents**, duly signed by your authorized representative, to the email addresses: [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), not later than **02 July 2025 at 05:00 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 (comply /not comply)</b>
1 lot	<b>Preventive Maintenance Services for TPB Vehicle – Toyota 2013/Hiace GL Grandia 2.5L SLB-165</b>		
	<b>Labor:</b> <ul style="list-style-type: none"> <li>• 180,000 KM PM Check up</li> </ul> <b>Parts:</b> <ul style="list-style-type: none"> <li>• Gasket</li> <li>• Oil Filter IMV</li> <li>• TWWF W756</li> <li>• TGFS SN/CF 5W-30 1L</li> <li>• Toyota Genuine Diesel Engine</li> </ul> <b>Sublet:</b> <ul style="list-style-type: none"> <li>• Brake Conditioner</li> <li>• SM Engine Treatment 1</li> <li>• Engine Decarbonize 4 Cylinder</li> <li>• Engine Detailing</li> <li>• Undercoat</li> <li>• Miscellaneous</li> </ul> <b>MISC/Material</b> <ul style="list-style-type: none"> <li>• Rags</li> <li>• Hand Gloves</li> <li>• Stop Squel Bottle</li> <li>• BG Bethanol Fuel Drier</li> <li>• Cabin Deodorizer</li> <li>• Combustion Chamber Cleaner</li> </ul>		

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

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

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

\_\_\_\_\_  
Date