

30 July 2025

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2025.07.217  
**PR No.** 2025.07.042

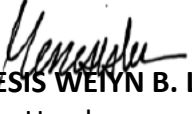
**Requirements:** Preventive Maintenance Services for TPB Pool Vehicle, 2022 Mitsubishi, Expander with Plate No. SNJ-8592

| Quantity         | Item/Description  | Estimated Unit Price | Total Cost (Php)    |
|------------------|---|----------------------|---------------------|
| 1 lot            | <b>Labor:</b> <ul style="list-style-type: none"> <li>Perform 40,000 KM Check up</li> <li>Change Engine Oil/Replace Oil Filter</li> <li>Check, Clean and Adjust Brake Parts</li> <li>Check Battery Condition</li> <li>Replace Drive Belts</li> <li>Replace Brake Shoe</li> <li>Replace Seal Ring</li> </ul> <b>+ Parts and Miscellaneous</b> | PhP27,750.00         | PhP27,750.00        |
|                  | <b>PROJECT OFFICER CONTACT INFORMATION</b><br><b>Primary</b><br>Paula Jesusa C. Granale<br>Email: <a href="mailto:paula_granale@tpb.gov.ph">paula_granale@tpb.gov.ph</a><br><br>Johnnel A. Ignacio<br>Tel: +63 2 8523 8960<br>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>   |                      |                     |
| Terms of Payment | <b>C.O.D.</b>   |                      |                     |
| ABC              | The approved budget for the contract (ABC) inclusive of applicable taxes  |                      | <b>Php27,750.00</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) no later than **01 August 2025** at **05:00 PM**. Subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board Philippines 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<br/>(<i>comply /not comply</i>)</b> |
| A.   | <b>Preventive Maintenance Services for TPB Pool Vehicle, 2022 Mitsubishi, Expander with Plate No. SNJ-8592</b><br><b>ABC : 27,750.00</b>  | 1 Lot                 |   |
|  | <b>Labor:</b> <ul style="list-style-type: none"><li>• Perform 40,000 KM Check up</li><li>• Change Engine Oil/Replace Oil Filter</li><li>• Check, Clean and Adjust Brake Parts</li><li>• Check Battery Condition</li><li>• Replace Drive Belts</li><li>• Replace Brake Shoe</li><li>• Replace Seal Ring</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