

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

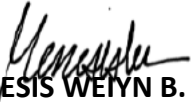
**Requirements:** Preventive Maintenance Services for TPB Pool Vehicle, 2022 Mitsubishi, Expander with Plate No. SNJ-8593

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> <b>Primary</b> Paula Jesusa C. Granale Email: <a href="mailto:paula_granale@tpb.gov.ph">paula_granale@tpb.gov.ph</a>  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>		
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 WEILYN 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>
A.	<b>Preventive Maintenance Services for TPB Pool Vehicle, 2022 Mitsubishi, Expander with Plate No. SNJ-8593</b> <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