

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

Reference No.: 2020-117  
Posting Date: July 29, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the Project "*Supply and Installation of Custom Vehicle Partition*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Installation of Custom Vehicle Partition  
Approved Budget : Ninety Three Thousand Three Hundred Pesos (P93,300.00)  
for the Contract  
Specifications : Please see attached Annex "A"  
Delivery Address : Please see attached Annex "A"

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. Latest Income Tax Return;
3. Original Notarized Omnibus Sworn Statement;
4. Compliance to the Technical Specifications (Annex "A"); and
5. Accomplished Price Quotation Form (Annex "B").

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. July 31, 2020 at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1716 local 129, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1724 local 128 to 129.

  
**SOFIA C. YANTO-ABAD**  
BAC Chairperson

**TECHNICAL SPECIFICATIONS**

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Requirement	Statement of Compliance
Custom Vehicle Partition  Material: Acrylic Must be clear and interactive for both drivers and passengers	
Custom fitted for the vehicles (full cover and L type)	
The partition should be able to withstand any sudden stop or collision	
Inclusive of materials necessary for the installation	
Supplier must be able to deliver within 2 days upon receipt of Purchase Order (Lead time may vary depending on the availability of the units)	

I hereby certify to comply and deliver all the above Technical Specification.

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

**The Administrative Division**

Office of the Vice President  
7<sup>th</sup> Floor, Ben-Lor Building  
1184 Quezon Avenue, Quezon City

**Sir/Madam:**

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

<b>Project</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Supply and Installation of Custom Vehicle Partition</b>	Custom Fitted Partition for the following model of vehicles:				
	<b>Full Cover Partition</b>				
	Toyota Hi-Ace - Grandia	1	unit		
	Toyota Hi-Ace - Commuter	8	unit		
	<b>L Type Partition</b>				
	Toyota Innova	11	unit		
	Toyota Avanza	3	unit		
	Toyota Vios	1	unit		
	Mitsubishi Adventure	1	unit		
		Total (inclusive of VAT)			

- (2) We undertake to deliver above service per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact Number