

**PHILIPPINE INFORMATION AGENCY**  
PIA Bldg, Visayas Avenue, Diliman Quezon City

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **SUPPLY OF ONE (1) LOT OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE OF TOYOTA PRIUS**

APPROVED BUDGET FOR THE CONTRACT: **Php 87,000.00**

**General Conditions:**

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & current Mayor's/Business permit for 2024;
  - b. Valid & current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD:
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with *Teddy Leinne E. Santos* at Telephone Number 8920-43-38 and Mobile Number 0938-945-6834. The Quotation may be submitted through e-mail at [teddy.santos@pia.gov.ph](mailto:teddy.santos@pia.gov.ph) or delivered to the address below on or before **02 September 2024, 5:00 PM**.

Philippine Information Agency  
2<sup>nd</sup> Floor Procurement Section Office  
PIA Bldg Visayas Ave Diliman Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

**ATTY. ALLAN VINCENT B. LORENZO**  
BAC- CHAIRPERSON

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<p><b>SUPPLY OF ONE (1) LOT OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE OF TOYOTA PRIUS</b></p> <p><b>Scope of Works</b> <b>Description</b></p> <ul style="list-style-type: none"> <li>• Replace rear shock absorber</li> <li>• Replace front shock absorber</li> <li>• Retighten body bolts</li> <li>• Replace cabin filter</li> <li>• Conduct KM check up</li> <li>• Tune up engine</li> <li>• Change oil</li> <li>• Clean and adjust breaks</li> <li>• Clean engine internal deposits</li> <li>• Add element kit, oil</li> <li>• Replace gasket</li> <li>• Replace element air refiner</li> <li>• Add fuel system drier</li> <li>• Add brake stop squeal</li> <li>• Add oil treatment</li> <li>• Add silicon spray</li> <li>• Add brake cleaner</li> <li>• Add automatic transmission treatment</li> <li>• Replace bumper fr spring</li> <li>• Replace insulator fr oil</li> <li>• Add coolant</li> <li>• Replace pump assembly electric</li> <li>• Replace engine water pump</li> <li>• Other supplies and material, fees, and charges</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• The Service Provider warrants that it is authorized to engage in and perform work; that it has inspected all relevant documents and has informed itself fully as to the conditions that might affect the nature, extent, and cost of work; that it has sufficient operating capital to perform and complete the work; that it has a certification to repair hybrid cars; that it has sufficient and adequate equipment, parts, labor, and materials that may be needed in the performance thereof; that it has the required knowledge, experience, skills, and professional competence to undertake the same; and that it has experienced, skilled, and professionally equipped personnel to be assigned for this purpose</li> </ul>			

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<ul style="list-style-type: none"> <li>The Service Provider warrants that the method or process it will follow for the work is the one that will best accomplish the desired results under the existing state of technology; that original/ genuine service parts and materials conforming to the standards for the specific motor vehicle and of the manufacturer shall be supplied and installed; and that all supplies, materials, and equipment to be used in the performance of work described herein are subject to inspection and acceptance of PIA prior to installation in the vehicle.</li> <li>The Service Provider warrants that only fully synthetic engine oil or recommend standard engine oil as prescribed by the manufacturer will be utilized; that the recommended level of all fluids and lubricants, engine oils, transmission, brake and hydraulic fluids, gear lubricants, and coolants meet the standard set forth by the authorized dealer of the motor vehicle.</li> </ul> <p><b>Contract Duration</b></p> <ul style="list-style-type: none"> <li>Project completion must be within five (5) days upon receipt of Purchase Order.</li> <li>Service Provider must be available during regular office hours (Monday to Friday/ 8:00 AM to 5:00 PM).</li> </ul> <p><b>Warranty</b></p> <ul style="list-style-type: none"> <li>Three (3) months on workmanship done.</li> </ul> <p style="text-align: center;">“Nothing Follows”</p>			

DELIVERY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Business Name and Address

\_\_\_\_\_  
Telephone/Mobile No. and E-mail address

\_\_\_\_\_  
Date

## Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p><b>SUPPLY OF ONE (1) LOT OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE OF TOYOTA PRIUS</b></p> <p><b>Scope of Works</b> <b>Description</b></p> <ul style="list-style-type: none"> <li>• Replace rear shock absorber</li> <li>• Replace front shock absorber</li> <li>• Retighten body bolts</li> <li>• Replace cabin filter</li> <li>• Conduct KM check up</li> <li>• Tune up engine</li> <li>• Change oil</li> <li>• Clean and adjust breaks</li> <li>• Clean engine internal deposits</li> <li>• Add element kit, oil</li> <li>• Replace gasket</li> <li>• Replace element air refiner</li> <li>• Add fuel system drier</li> <li>• Add brake stop squeal</li> <li>• Add oil treatment</li> <li>• Add silicon spray</li> <li>• Add brake cleaner</li> <li>• Add automatic transmission treatment</li> <li>• Replace bumper fr spring</li> <li>• Replace insulator fr oil</li> <li>• Add coolant</li> <li>• Replace pump assembly electric</li> <li>• Replace engine water pump</li> <li>• Other supplies and material, fees, and charges</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• The Service Provider warrants that it is authorized to engage in and perform work; that it has inspected all relevant documents and has informed itself fully as to the conditions that might affect the nature, extent, and cost of work; that it has sufficient operating capital to perform and complete the work; that it has a certification to repair hybrid cars; that it has sufficient and adequate equipment, parts, labor, and materials that may be needed in the performance thereof; that it has the required knowledge, experience, skills, and professional competence to undertake the same; and that it has experienced, skilled, and professionally equipped personnel to be assigned for this purpose</li> </ul>	

## Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>The Service Provider warrants that the method or process it will follow for the work is the one that will best accomplish the desired results under the existing state of technology; that original/ genuine service parts and materials conforming to the standards for the specific motor vehicle and of the manufacturer shall be supplied and installed; and that all supplies, materials, and equipment to be used in the performance of work described herein are subject to inspection and acceptance of PIA prior to installation in the vehicle.</li> <li>The Service Provider warrants that only fully synthetic engine oil or recommend standard engine oil as prescribed by the manufacturer will be utilized; that the recommended level of all fluids and lubricants, engine oils, transmission, brake and hydraulic fluids, gear lubricants, and coolants meet the standard set forth by the authorized dealer of the motor vehicle.</li> </ul> <p><b>Contract Duration</b></p> <ul style="list-style-type: none"> <li>Project completion must be within five (5) days upon receipt of Purchase Order.</li> <li>Service Provider must be available during regular office hours (Monday to Friday/ 8:00 AM to 5:00 PM).</li> </ul> <p><b>Warranty</b></p> <ul style="list-style-type: none"> <li>Three (3) months on workmanship done.</li> </ul> <p style="text-align: center;">***** <i>Nothing Follows</i> *****</p>	

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

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

\_\_\_\_\_  
Signature Over Printed Name  
Of Authorized Representative

\_\_\_\_\_  
Date