



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacañang, Manila

ADMINISTRATIVE SERVICE

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*General Cleaning of Air Conditioning Unit for Toyota Hi-Ace 2008*", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : General Cleaning of Air Conditioning Units and Replacement of Parts
- Location : G/F, DBM Building III, General Solano Street, San Miguel, Manila
- Specifications : General Cleaning of Air conditioning units for the eleven (11) units of Toyota Hi-Ace 2008, 2kd Engine and replacement of parts (see attached Annex "A" for the technical specifications)
- Approved Budget for the Contract : One Hundred Fifty Thousand Pesos (P 150,000.00)
- Delivery Date : Fifteen (15) working days upon Receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGeps Registration Certificate, and price quotation (Annex "B").

Submission of quotation and eligibility documents is on or before 5:00p.m. of 21 October 2013 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax nos. 735-4979 / 735-1957.

For inquiry, you may contact us at tel. nos. 735-4979 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

ATTY. SOFIA C. YANTO
Director, Administrative Service

Annex "A"

TECHNICAL SPECIFICATIONS

Item Number	Description	Statement of Compliance
1.	Labor and Materials for the General Cleaning of Air Conditioning units of eleven (11) Toyota Hi-Ace 2008, 2kd engine Scope of Work: 1. Pulldown dashboard 2. Pulldown ceiling 3. Perform leak test 4. Charging of Freon and capilla oil	
2.	Parts and Materials 1. Expansion valve front 2. Expansion valve rear 3. Receiver drier 4. freon	
3.	Warranty : 6 months (parts & service)	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder Signature Over Printed Name of Representative Date

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.,
San Miguel, Manila

Sir/Madam:

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

Specification	Quantity	Unit Price	Total Price
General Cleaning of aircon units for Toyota Hi-Ace 2008, 2kd engine, including charging of Freon & Capilla Oil	11 units		
Parts and materials: 1. Expansion valve front (original) 2. Expansion valve rear (original) 3. Receiver drier (original)			
TOTAL			

(Amount in Words) _____

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

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.

