



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the “ *Five Thousand (5,000) kilometer Check-Up for Toyota Innova 2013*”, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Kilometer Check-Up for Toyota Innova 2013

Approved Budget : Seventy One Thousand One Hundred Twenty One Pesos
for the Contract (P 71,121.00)

Specifications : 5,000 Kilometer Check-Up for Fourteen (14) units of Toyota Innova
2013

Location : G/F, DBM Bldg. III, Gen. Solano St., San Miguel, Manila

Delivery Date : Fifteen (15) working days upon receipt of the Notice to Proceed

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

Submission of quotation and eligibility documents is on or before 5:00p.m. of 23 May 2014 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

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:

Description	Specification	Qty	Unit Price	Total Price
Kilometer check-up	5,000 kilometer check-up for Toyota Innova 2013	14		
	TOTAL PRICE			

(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.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

NOTICE OF AWARD

June 2, 2014

MR. GERRY GUANCO

Toyota Makati, Inc.
Ayala corner Metropolitan Ave.,
Makati City

Dear **Mr. Guanco**:

We are pleased to inform you that the project "*Five Thousand (5,000) kilometer Check-Up for Toyota Innova 2013*", is hereby awarded to your company in the amount of Seventy One Thousand One Hundred Twenty Pesos and Fourteen Centavos (P71,120.14).

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

ATTY. SOFIA C. YANTO

Director, Administrative Service



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

NOTICE TO PROCEED

June 5, 2014

MR. GERRY GUANCO

Toyota Makati, Inc.
Ayala corner Metropolitan Ave.,
Makati City

Dear **Mr. Guanco**:

Per attached Purchase Order No. 2014-106, we hereby notify you that your Office may commence work on the project "*Five Thousand (5,000) kilometer Check-Up for Toyota Innova 2013*", upon receipt and acceptance of this notice.

In this regard, your Office shall coordinate with our General Services Division in executing the said service, in accordance with the terms and conditions stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

ATTY. SOFIA C. YANTO

Director, Administrative Service

Conforme:

Mr. Guanco