



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Caltao, 1111 Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA Philippines



REQUEST FOR QUOTATION

Date: October 30, 2025
RFQ No.: 2025 - 275

Name of Company: _____
Address: _____

Business Permit No.: _____
TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

(Signed)
JOSELITO O. HALLAZGO
Chairman, Bids & Awards Committee
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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER					
			PRICE			Compliance with Technical Specifications (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - FOR TOYOTA-MADE RP VEHICLE		P950,000.00						
<p>Procurement of Service Provider for the Preventive Maintenance of Toyota Made Motor Vehicles for fourteen (14) units CY-2026 (Jan. 1 to Dec. 31, 2026)</p> <p>Requirements:</p> <ol style="list-style-type: none"> Conduct of Automotive Maintenance Service every 10,000KM Distance Travelled Frequency: Minimum of 4 Preventive Maintenance Service (PMS) per vehicle or One (1) PMS per quarter The service center of the service provider must be an authorized Service Center of Toyota Motor Philippines located in Quezon City. The Service Provider shall proceed with actual work or service upon confirmation by the Administrative Division-General Services Section The Service Provider shall ensure full availability of its services and necessary parts, as well as sufficient and competent manpower to timely and satisfactorily perform the essential automotive services in accordance with periodic maintenance plan. The service provider shall properly collect, inventory and turn-over vehicle parts and materials that have been replaced in the course of the maintenance service to the CDA Administrative Division. The Service Provider warrants against workmanship defect and that service shall be performed with technical competence, skills and due care. Scope of work: <ul style="list-style-type: none"> Complete Change Oil including replacement of Oil Filter Clean and Adjust Brake System Check Gear Oil and replacement as needed as per distance travelled Check Aircon System and replace cabin filter, as needed Check Fuel Filter, Spark Plug, ignition coil and Air filter; replace if necessary Check Drive Belts; Check Cooling System Hose Check Fluids (Brake, coolant, Power steering & Clutch), replace if necessary Tune-up, cleaning of fuel system/injector, if necessary List of Vehicles: <ul style="list-style-type: none"> 1 unit Toyota Innova 2.0 gasoline (Plate No. SKX-932) Model 2013 1 unit Toyota Hi-Ace Commuter (Plate No. SKX-930) Model 2013 1 unit Toyota Hi-Ace Commuter Silver Model 2023 SNJ-5054 1 unit Toyota Innova G 2.8 Diesel Model 2023, Black (Plate No. SNJ-8177 (NFX-2015) 2 units Toyota Innova 2.8 Diesel, Model 2022, - Metallic Red Plate No. SNJ-5058 - Silver Plate No. SNJ-5061 4 units Toyota Innova 2.0 Gasoline, Model 2019, White - Plate No. SNE-6115 - Plate No. SNE-6117 - Plate No. SNE-6116 - Plate No. SNE-6114 2 units Toyota Rush 1.5 Gasoline, Model 2019 - Gray Plate No. SNE-6113 - Red Mica Plate No. SNE-6112 1 unit Toyota Hi-Ace Commuter Model 2025 1 unit Toyota Innove E Model 2025 Defective parts found during the conduct of Preventive Maintenance Service are not included and shall be reported to the CDA Administrative Division Chief/Representative for instruction and approval of repair/replacement. Warranties of the Service Provider <ol style="list-style-type: none"> The Service Provider warrants against workmanship defects and that services shall be performed with technical competence, skill, and due care. The Service Provider warrants that replacement parts, tools, and materials to be used for the automotive service shall be appropriate to the type and model of the vehicles. The Service Provider warrants that the vehicle/s under the maintenance service, shall be safe and secure while in the custody of the Service Provider. The service warranty period of the automotive maintenance services shall not be less than three (3) months from the performance of the services by the Service Provider. Service warranty period for the product installed shall not be less than one (1) year from the date of installation, in case of product defects and/or malfunction. Payment shall be on a monthly basis based on the actual maintenance services rendered during the applicable months subject to the submission of monthly statement of accounts/invoices. <ul style="list-style-type: none"> 21 units Wall Mounted Split Type Aircon, 1.5HP, 2.0HP & 2.5HP ***** nothing follows ***** 	1 LOT							

Note: -Quoted price/s must be VAT inclusive.
-Supplier must have a Land Bank of the Phil. Account.
-Supplier must submit a sealed quotation.
-Sealed quotation must be submitted together with the following requirements:
Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Contact Numbers (Landline and/or
Cellphone Nos.)/E-mail address

Canvasser