PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR PROPOSAL

Provision of Maintenance Services for the Motor Vehicles of the Philippine Competition Commission

P.R. No./Date Received: **2025-11-0190 / 25 November 2025** RFQ/P No. / Date: **2025-12-0202 / 04 December 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Detailed Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Proposal:

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement
- Signed Request for Proposal
- Signed Detailed Technical Specifications

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurement@phcc.gov.ph*** or ***mhiavier@phcc.gov.ph*** on or before **11 December 2025, 1:00 PM** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Detailed Technical Specifications**.
10. Please note that the **award of the procurement is on a per lot basis.**
11. This adopts the 2016 Revised Implementing Rules and Regulations of RA 12009.

Very truly yours, [redacted]

Signed by Christian Loren B De Los Santos [redacted]

ATTY. CHRISTIAN LOREN B. DE LOS SANTOS
PBAC Vice-Chairperson

Signed by Rommel R Oira

Item	QTY	ABC Unit Cost	ABC Total Cost	Project Title	Unit Cost (To be filled-up by the supplier)	Total Amount (To be filled-up by the supplier)
				Provision of Maintenance Services for the Motor Vehicles of the Philippine Competition Commission		
1	1	₱ 53,900.00	₱ 53,900.00	Five (5) 2016 Honda Mobilio 1.5 CVT (A/T)		
2	1	₱ 80,200.00	₱ 80,200.00	Five (5) 2017 Nissan Urvan NV350 2.5 L (M/T)		
3	1	₱ 55,300.00	₱ 55,300.00	Five (5) 2017 Toyota Altis 1.6G (A/T)		
4	1	₱ 28,500.00	₱ 28,500.00	Two (2) 2023 Toyota Hiace Commuter (M/T)		
5	1	₱ 28,800.00	₱ 28,800.00	Two (2) 2023 Toyota Innova (A/T)		
				(Please see attached Detailed Tecnical Specifications)		
Total Lot ABC			**₱ 246,700.00**	**TOTAL Amount (Per Lot Purchase):**		
Delivery Instructions:				*(Please see attached Detailed Tecnical Specifications)*		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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DETAILED TECHNICAL SPECIFICATIONS

Provision of Maintenance Services for the Motor Vehicles of the Philippine Competition Commission

I. BACKGROUND

The Administrative Office – General Services Division (AO-GSD) provides general support services including the provision of motor vehicles to effectively carry out the mandated functions, operational and administrative requirements of Philippine Competition Commission (PCC).

To ensure accountable and judicious use, proper upkeep, maintenance, and timely repair of the PCC motor vehicles, the Procuring Entity through the AO-GSD (the "End-user") intends to engage a Service Provider to undertake the Provision of Maintenance Services for the Motor Vehicles of the Philippine Competition Commission (the "Project").

II. LIST OF MOTOR VEHICLES

LOT NO.	TYPOLOGY	QUANTITY
1	2016 Honda Mobilio 1.5V CVT (A/T)	Five (5) Units
2	2017 Nissan Urvan NV350 2.5L (M/T)	Five (5) Units
3	2017 Toyota Altis 1.6G (A/T)	Five (5) Units
4	2023 Toyota Hiace Commuter 3.0L (M/T)	Two (2) Units
5	2022 Toyota Innova 2.8E (A/T)	Two (2) Units

III. SCOPE OF WORK AND SERVICES

1. The Service Provider shall follow and perform the works and services enumerated in the Schedule of Requirements provided under Annexes A (Lot 1), B (Lot 2), C (Lot 3), D (Lot 4) and E (Lot 5).

2. The Service Provider shall perform additional repair work/s due to unforeseen damage and defective parts upon inspection of the motor vehicles, subject to approval by the authorized representative/s of the Procuring Entity.

IV. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider must have at least one (1) service center located within Quezon City which shall be available from Monday to Saturday 8:00 AM to 5:00 PM.

2. The Service Provider must assign at least one (1) authorized representative (e.g. Service Advisor or Sales Advisor) to the Project. The authorized representative shall be available as the need arises to attend to the concerns of the Procuring Entity.

V. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Ensure availability of necessary spare parts, components, materials, tools, manpower and equipment to carry out the required repair and maintenance services;

2. Ensure safety and safekeeping of PCC motor vehicles during the repair and maintenance services at the Service Provider's Service Center;

3. Ensure performance and completeness of all the works and services are in accordance with the best industry practices and standards;

4. Supply and install new, unused and genuine engine oil, differential gear oil, service parts, components and materials that conform to the standard specifications set forth by the vehicle manufacturer;

5. Use only new, unused and genuine fully synthetic engine oil that conforms to the standard specifications set forth by the vehicle manufacturer;

6. Ensure the recommended level of all fluids (e.g., engine oil, transmission fluid, brake and hydraulic fluids, gear oil, and radiator coolant) are sufficient;

7. Subject to the approval of the End-user, use only new after-market or other branded parts, components and materials that match or exceed that of their equivalent original/genuine/vehicle-typology-specific counterpart, only when the original/genuine/vehicle-typology-specific brand is not available;

8. During the conduct of the maintenance service, any damage, malfunction or defects incurred or found on any parts, components and systems of the motor vehicle outside the scope of services due to the negligence and/ or mishandling of the Service Provider and its representatives shall be rectified immediately and accordingly at no additional cost to the PCC;

9. Issue pre-inspection and post-inspection report based on the completed preventive maintenance works and services as necessary;

10. Issue the Sales Invoice (SI), Billing Invoice (BI) and/or Statement of Account (SOA), whichever is applicable, upon completion of every repair and maintenance service for payment processing; and

11. Surrender all old, replaced and defective parts, components to the End-user for proper inventory and waste disposal.

VI. RESPONSIBILITIES OF THE PROCURING ENTITY / END-USER

1. Coordinate with the Service Provider in the confirmation of the preventive maintenance schedule and deliver the PCC motor vehicles to the service center of the Service Provider based on the confirmed schedule;

2. Receive the SI, BI and/or SOA, whichever is applicable upon completion of every repair and maintenance service for payment processing;

3. Issue a Certificate of Satisfactory Services Rendered upon acceptance of the completed maintenance and/or repair services; and

4. Receive all old, replaced and defective parts and components from the Service Provider for proper inventory and waste disposal.

VII. CONTRACT DURATION

The Project shall be completed within thirty (30) calendar days reckoning from the date of acceptance of the Job Order (Contract) by the Service Provider.

VIII. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC for the Project is **Two Hundred Forty-Six Thousand Seven Hundred Pesos (PhP246,700.00)** inclusive of all applicable taxes, fees and charges, divided per vehicle typology as follows:

LOT	VEHICLE TYPOLOGY	ABC per Lot (PhP)
1	Five (5) 2016 Honda Mobilio 1.5V CVT (A/T)	**53,900.00**
2	Five (5) 2017 Nissan Urvan NV350 2.5L (M/T)	**80,200.00**
3	Five (5) 2017 Toyota Altis 1.6G (A/T)	**55,300.00**

4	Two (2) 2023 Toyota Hiace Commuter 3.0L (M/T)	**28,500.00**
5	Two (2) 2022 Toyota Innova 2.8E (A/T)	**28,800.00**
	TOTAL ABC (PhP)	**246,700.00**

Any additional repair work due to unforeseen damage and defective parts upon inspection of the motor vehicles shall not form part of the ABC.

IX. MODE OF PROCUREMENT

The Mode of Procurement shall be Small Value Procurement as provided under Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

X. PAYMENT SCHEME

The Procuring Entity shall pay the Service Provider within fifteen (15) calendar days upon receipt of the SI, BI and/or SOA and issuance of a Certificate of Satisfactory Service Rendered by the End-user.

Payment shall be made within PCC premises or be credited to the service provider's bank account, net of applicable transfer charges.

XI. INFORMATION SECURITY MANAGEMENT SYSTEM

To ensure the Philippine Competition Commission (PCC) maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security Management System (ISMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award:

- Notarized Non-Disclosure Agreement

The documents will be submitted to the ISMS Secretariat in compliance with the approved PCC Information Security Management System and will not form part of the submission for payment processing.

XII. WARRANTY

The Service Provider shall provide three (3) months warranty on all materials, parts and components of the Project against any defects and poor workmanship that may arise on all the works and services as listed in Section III and Annexes of this document. This warranty shall include the replacement of defective materials, parts and components inclusive of all applicable fees and charges at no additional costs to PCC.

XIII. LIQUIDATED DAMAGES

If the Service Provider fails to deliver any or all of the goods and/or to perform the services within the period specified in Section VII above, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies available to it.

XIV. DISPUTE RESOLUTION

A. Should any dispute related to these terms and/or rights of the PCC and Service Provider (collectively as "Parties") arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

C. Any amendment or additional terms and conditions must be in writing, signed and acknowledged by the Parties.

Prepared by: [redacted] Reviewed by: [redacted]

Signed by Nes Justine Torres

NES JUSTINE L. TORRES
Administrative Officer II, GSD

Signed by Rommel [redacted]

ROMMEL R. OIRA
Chief Administ[redacted]

Signed by Teejay Sakuma

Signed by Ma Celeste Dizon

[redacted]

Signed by Jesson Q. dela Torre

JESON Q. DE LA TORRE
Director IV, Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

Annex A

SCHEDULE OF REQUIREMENTS

Lot 1 – Six (6) 2016 Honda Mobilio 1.5V CVT (A/T)
ABC: Fifty-Three Thousand Nine Hundred Pesos (PhP 53,900.00)

I. VEHICLE SCHEDULE

QTY	VEHICLE TYPOLOGY	MAINTENANCE SCHEDULE	Statement of Compliance ("COMPLY" or "NOT COMPLY")
Five (5) Units	2016 Honda Mobilio 1.5V CVT (A/T)	Maintenance Services will commence immediately after acceptance of the Contract and availability of the vehicle	

II. WORK SCHEDULE

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
A. Engine System 1) Inspect engine system and its components. 2) Replace engine oil 3) Replace engine oil filter assembly 4) Replace air cleaner element / air filter 5) Inspect drain plug and gasket, replace if necessary 6) Perform engine tune-up **B. Transmission System** 1) Inspect transmission system and its components **C. Air Conditioning (A/C) System** 1) Inspect A/C system and its components 2) Replace A/C cabin filter 3) Inspect and recharge refrigerant if necessary **D. Wheels and Brake System**	

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
1) Check tire pressure, inspect wheel condition and perform tire rotation 2) Inspect brake system and its components 3) Perform Brake Cleaning and Hand brake adjustment 4) Apply brake cleaner and paste (stop squeal) **E. Other Works to Complete** 1) Inspect under chassis, suspension system, exhaust system, fuel lines and connections 2) Check battery condition 3) Lubricate all door hinges and windows 4) Re-tighten all bolts and nuts on body and chassis 5) Inspect all oil and fluid levels and provide fluid top-up if necessary 6) Perform car wash, under carriage wash and engine detailing	

Annex B

SCHEDULE OF REQUIREMENTS

Lot 2 – Five (5) 2017 Nissan Urvan NV350 2.5L (M/T)
ABC: Eighty Thousand Two Hundred Pesos (PhP 80,200.00)

I. VEHICLE SCHEDULE

QTY	VEHICLE TYPOLOGY	MAINTENANCE SERVICES SCHEDULE	Statement of Compliance ("COMPLY" or "NOT COMPLY")
Five (5) Units	2017 Nissan Urvan NV350 2.5L (M/T)	Maintenance Services will commence immediately after acceptance of the Contract and availability of the vehicle	

II. WORK SCHEDULE

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
A. Engine System 1) Inspect engine system and its components 2) Replace engine oil 3) Replace engine oil filter 4) Replace engine air filter 5) Inspect drain plug and gasket, replace if necessary 6) Perform engine tune-up **B. Air Conditioning (A/C) System** 1) Inspect A/C system and its components 2) Replace A/C cabin filter 3) Inspect and recharge refrigerant if necessary **C. Wheel and Brake System** 1) Replace Brake pads 2) Check tire pressure, inspect wheel condition and perform tire rotation	

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
3) Inspect brake system and its components 4) Perform brake cleaning and hand brake adjustment 5) Apply brake cleaner and paste (stop squeal) **D. Other Works to Complete** 1) Inspect under chassis, suspension system, exhaust system, fuel lines and connections 2) Inspect transmission and clutch system 3) Inspect all oil and fluid levels and provide fluid top-up if necessary 4) Check battery condition 5) Lubricate all door hinges and windows 6) Re-tighten all bolts and nuts on body and chassis 7) Inspect all oil and fluid levels and provide fluid top-up if necessary 8) Perform car wash, under carriage wash and engine detailing	

Annex C

SCHEDULE OF REQUIREMENTS

Lot 3 – Five (5) 2017 Toyota Altis 1.6G (A/T)
ABC: Fifty-Five Thousand Three Hundred Pesos (PhP 55,300.00)

I. VEHICLE SCHEDULE

QTY	VEHICLE TYPOLOGY	MAINTENANCE SERVICES SCHEDULE	Statement of Compliance ("COMPLY" or "NOT COMPLY")
Five (5) Units	Five (5) 2017 Toyota Altis 1.6G (A/T)	Maintenance Service will commence immediately after acceptance of the Contract and availability of the vehicle	

II. WORK SCHEDULE

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
A. Engine System 1) Inspect engine system and its components. 2) Replace engine oil 3) Replace engine oil filter assembly 4) Replace air cleaner element / air filter 5) Inspect drain plug and gasket, replace if necessary 6) Perform engine tune-up **B. Transmission System** 1) Inspect transmission system and its components **C. Air Conditioning (A/C) System** 1) Inspect A/C system and its components 2) Replace A/C cabin filter 3) Inspect and recharge refrigerant if necessary	

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
D. Wheels and Brake System 1) Check tire pressure, inspect wheel condition and perform tire rotation 2) Inspect brake system and its components 3) Perform brake cleaning and hand brake adjustment 4) Apply brake cleaner and paste (stop squeal) **E. Other Works to Complete** 1) Inspect under chassis, suspension system, exhaust system, fuel lines and connections 2) Inspect all oil and fluid levels and provide fluid top-up if necessary 3) Check battery condition 4) Lubricate all door hinges and windows 5) Re-tighten all bolts and nuts on body and chassis 6) Perform car wash, under carriage wash and engine detailing	

Annex D

SCHEDULE OF REQUIREMENTS

Lot 4 – Two (2) 2023 Toyota HiAce Commuter 3.0L (M/T)
ABC: Twenty-Eight Thousand Five Hundred Pesos (PhP 28,500.00)

I. VEHICLE SCHEDULE

QTY	VEHICLE TYPOLOGY	MAINTENANCE SERVICES SCHEDULE	Statement of Compliance ("COMPLY" or "NOT COMPLY")
Two (2) Units	2023 Toyota HiAce Commuter (M/T)	Maintenance Services will commence immediately after acceptance of the Contract and availability of the vehicle	

II. WORK SCHEDULE

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
A. Engine System 1) Inspect engine system and its components 2) Replace engine oil 3) Replace engine oil filter 4) Replace engine air filter 5) Inspect drain plug and gasket, replace if necessary 6) Perform engine tune-up **B. Air Conditioning (A/C) System** 1) Inspect A/C system and its components 2) Replace A/C cabin filter 3) Inspect and recharge refrigerant, if necessary **C. Wheel and Brake System** 1) Check tire pressure, inspect wheel condition and perform tire rotation 2) Inspect brake system and its components	

3) Perform brake cleaning and hand brake adjustment 4) Apply brake cleaner and paste (stop squeal) **D. Other Works to Complete** 1) Inspect under chassis, suspension system, exhaust system, fuel lines and connections 2) Inspect transmission and clutch system 3) Inspect all oil and fluid levels and provide fluid top-up if necessary 4) Check battery condition 5) Lubricate all door hinges and windows 6) Re-tighten all bolts and nuts on body and chassis 7) Inspect all oil and fluid levels and provide fluid top-up if necessary 8) Perform car wash, under carriage wash and engine detailing	

Annex E

SCHEDULE OF REQUIREMENTS

Lot 5 – Two (2) 2022 Toyota Innova 2.8E (A/T)
ABC: Twenty-Eight Thousand Eight Hundred Pesos (PhP 28,800.00)

I. VEHICLE SCHEDULE

QTY	VEHICLE TYPOLOGY	MAINTENANCE SERVICES SCHEDULE	Statement of Compliance ("COMPLY" or "NOT COMPLY")
Two (2) Units	2023 Toyota Innova (A/T)	Maintenance Services will commence immediately after acceptance of the Contract and availability of the vehicle	

II. WORK SCHEDULE

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
A. Engine System 1) Inspect engine system and its components 2) Replace engine oil 3) Replace engine oil filter 4) Replace engine air filter 5) Replace fuel filter 6) Inspect drain plug and gasket, replace if necessary 7) Perform engine tune-up **B. Air Conditioning (A/C) System** 1) Inspect A/C system and its components 2) Replace A/C cabin filter 3) Inspect and recharge refrigerant, if necessary **C. Wheel and Brake System** 1) Check tire pressure, inspect wheel condition and perform tire rotation 2) Inspect brake system and its components	

3) Replace brake fluid 4) Perform brake cleaning and hand brake adjustment 5) Apply brake cleaner and paste (stop squeal) **D. Other Works to Complete** 1) Inspect under chassis, suspension system, exhaust system, fuel lines and connections 2) Inspect transmission system 3) Inspect all oil and fluid levels and provide fluid top-up if necessary 4) Check battery condition 5) Lubricate all door hinges and windows 6) Re-tighten all bolts and nuts on body and chassis 7) Inspect all oil and fluid levels and provide fluid top-up if necessary 8) Perform car wash, under carriage wash and engine detailing	