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

Supply and Installation of Recliner Seats for the Two (2) Units of Passenger Van of the Philippine Competition Commission

P.R. No./Date Received: **2025-03-0053 / 17 March 2025** RFQ/P No. / Date: **2025-07-0109 / 24 July 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:

- 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 ***mrfajutnao@phcc.gov.ph*** on or before **30 July 2025, 12:00NN** 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 procuement is on a per lot basis**.

Very

PBA [confidential] [confid ti l]

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
						(To be filled out by the supplier)	
			Unit Cost	Total			
1	1	lot	₱ 263,000.00	₱ 263,000.00	**Supply and Installation of Recliner Seats for the Two (2) Units of Passenger Van of the Philippine Competition Commission**		
					(Please see attached Detailed Technical Specifications)		
Total ABC				₱ 263,000.00	**TOTAL Amount (Per lot):**		
Delivery Instructions:					*(Please see attached Detailed Technical 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

Supply and Installation of Recliner Seats for the Two (2) Units of Passenger Van 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).

The Supply and Installation of Recliner Seats for the Two (2) Units of Passenger Van of the PCC (the "Project") is essential to meet the PCC's operational and administrative requirements, particularly to the health and wellness program. The Project aims to provide comfort to personnel during long land travels in the conduct of investigations, covert activities, field missions, dawn raids, service of summons and subpoenas, and other official travels. Hence, the AO-GSD (the "End-user") will engage a qualified Service Provider to perform the necessary works for the Project.

II. TECHNICAL SPECIFICATIONS

Typology	No. of Passenger Vans	Minimum Specifications
Year: 2017 Model: Nissan Urvan NV350	Two (2) Units	**I. Seat Materials** Driver Row: Genuine leather seat covers only 1st, 2nd and 3rd Passenger Rows: High density polyurethane foam with synthetic leather seat cover Color: Matching shade of black **II. Seat Mechanism** 1st Front Passenger Row: Two (2) new recliner seats with headrests including one (1) extended jump seat 2nd Middle Passenger Row: Two (2) new recliner seats with headrests including one (1) extended jump seat 3rd Back Passenger Row: New bench-type with three (3) headrests; fold and tumble release mechanism

III. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider must have a service center located within Quezon City for ease of access should repairs/rectifications are needed.

2. The Service Provider must have at least one (1) Service Adviser/Sales Adviser available to provide reports and updates to the End-user during project implementation and for the duration of one (1) year warranty period.

IV. RESPONSIBILITIES OF THE SERVICE PROVIDER

The Service Provider shall have the following responsibilities:

1. Ensure that the passenger vans are secured and properly handled during the implementation of the Project.

2. Dismantle the existing passenger seats including parts and accessories that will be replaced with and converted to recliner seats and surrender the dismantled items to the End-user for proper disposal.

3. Ensure all items, parts and materials to be supplied and installed are compatible with the typology of the passenger vans.

4. Supply and install the recliner seats and other necessary items, parts, and materials to complete the Project as specified in the Technical Specifications (see Section II).

5. Provide the vehicle checklist or pre-inspection report before the passenger vans seat conversion and the vehicle checklist or post-inspection report after the motor vehicle conversion for submission to the End-user. Missing or damaged parts, accessories, systems and components of passenger vans shall be reported to the End-user immediately and shall be replaced and/or repaired without additional cost to the PCC.

6. Ensure that other supporting documents (e.g. vehicle checklists, service orders, etc.) are available upon request of the End-user.

7. Allow the End-user to inspect the works being performed on the passenger vans during contract implementation of the Project.

V. PROJECT IMPLEMENTATION

The Project shall be implemented within forty-five (45) calendar days from the acceptance of the Job Order by the Service Provider.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the project is Two Hundred Sixty-Three Thousand Pesos (PhP263,000.00), inclusive of all applicable government taxes, fees and charges. The contract price shall include all the costs and profits arising from or in relation to the services rendered within the duration of the contract.

VII. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement – Small Value Procurement in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

VIII. 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 or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement
- Notarized Data Sharing Agreement (if applicable)
- Project Risk Management Plan (if applicable)

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.

IX. PAYMENT SCHEME

The Service Provider shall submit a Statement of Account (SOA), Sales Invoice (SI), and/or Billing Invoice (BI), whichever is applicable upon completion of the Project. The PCC shall pay the Service Provider within fifteen (15) calendar days upon receipt of the SOA/SI/BI, and issuance of the Certificate of Satisfactory Services 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.

X. WARRANTY

The Service Provider shall be required to have a warranty security for one (1) year on all works of the Project in accordance with Section 62 of the Revised IRR of RA 9184 and shall commence from the completion of the Project or as specified therein. This warranty security shall include corrective actions such as replacement of items, materials, parts, and components against any defects, at no additional costs to the PCC. The obligation for the warranty shall be covered by either retention money or a special bank guarantee amounting to one percent (1%) of the total contract price. The said amount shall only be released to the

service provider after the lapse of the warranty period provided, however, that all the conditions imposed under the contract have been fully met.

XI. LIQUIDATED DAMAGES

If the Service Provider fails to deliver any or all of the goods and/or to perform the services within the duration of the Project implementation, 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, provided that the maximum deduction shall be ten percent (10%) of the total amount of the contract. 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 open to it.

XII. DISPUTE RESOLUTION

1. Should any dispute related to the contract and/or rights of the PCC and Service Provider ("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.

2. 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

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

Prepared by:

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NES JUSTINE L. TORRES
Administrative Officer II, GSD

Reviewed by:

[confidential]

ROMMEL R. OLIRA
Chief Administrative Officer, GSD

Approved by:

[confidential]

JESON Q. DE LA TORRE
Director IV, Administrative Office

Signed by: Jeson Q de la Torre

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation / Position

_____
Name of Company

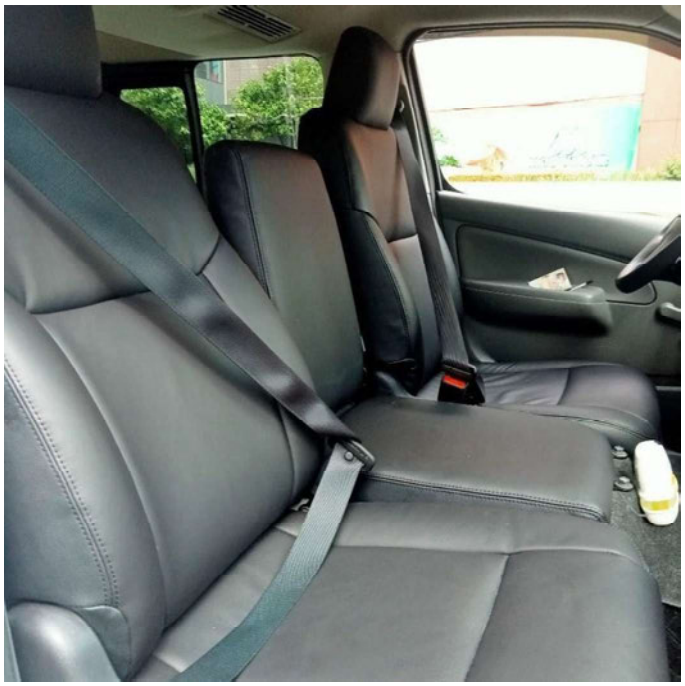
_____
Date

Annex A

Sample Design of Recliner Seats

Sample Design View No. 1

Sample Design View No. 2



Sample Design View No. 3