

**REQUEST FOR QUOTATION / PROPOSAL**

**Repair and Maintenance of Motor Vehicles of the Philippine Competition Commission for CY 2021**

P.R. No./Date Received: **2021-EPA-0024 / 03 November 2020**

RFQ/P No. / Date: **2021-EPA-0021 / 27 November 2020**

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 **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

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

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return. (**Note:** for ABC above Php 500,000.00)
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Professional License / Curriculum Vitae (**for Consulting Services only**)
- Notarized Omnibus Sworn Statement - **Annex "A" (to be submitted prior to Notice of Award issuance)**  
*\*Omnibus Sworn Statement shall be required only for procurement projects with ABC above ₱50,000.00*

This pro-forma quotation may be 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](mailto:procurement@phcc.gov.ph) or [ivabano@phcc.gov.ph](mailto:ivabano@phcc.gov.ph) on or before **07 December 2020 / 10:00 AM** 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 Technical Working Group 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 **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,

  
**ATTY. JOSEPH MELVIN B. BASAS**  
Chairperson, PCC Bids and Awards Committee

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
			Repair and Maintenance of Motor Vehicles of the Philippine Competition Commission for CY 2021 (Please see attached Terms of Reference) *award is per lot			
1		₱ 99,000.00	Lot 1: Six (6) 2016 Honda Mobilio (A/T)			
2		₱ 71,500.00	Lot 2: Five (5) 2017 Nissan Urvan NV350 (M/T)			
3		₱ 99,000.00	Lot 3: Five (5) 2017 Toyota Altis (A/T)			
Total Lot ABC		₱ 269,500.00	<b>TOTAL Amount</b>			
<b>Delivery Instructions:</b>						

(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 (TIN) : \_\_\_\_\_

## TERMS OF REFERENCE

Project Title: **Repair and Maintenance of Motor Vehicles of the Philippine Competition Commission for C.Y. 2021**

### I. BACKGROUND

The Philippine Competition Commission (“PCC”) is an independent quasi-judicial body mandated to implement Republic Act No. (“R.A.”) 10667, otherwise known as the Philippine Competition Act (“PCA”). The PCA prohibits anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions. The PCA aims to enhance market competition for the benefit of both consumers and businesses.

In order to effectively carry out the mandated functions, operational and administrative requirements of PCC, the use and availability of official PCC motor vehicles is essential.

As such, to ensure accountable and judicious use, proper upkeep, maintenance, and timely repair of said vehicles, the PCC intends to engage a Service Provider for the provision of repair and maintenance services, including the supply and installation of spare parts, for the PCC motor vehicles.

### II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (“ABC”) for this project is Two Hundred Sixty-Nine Thousand Five Hundred Pesos (**PhP269,500.00**), inclusive of all applicable taxes and service charges, and subject to the usual government accounting and auditing regulations.

The Breakdown of ABC per typology of motor vehicles is as follows:

LOT	TYOLOGY	ABC
1	Six (6) 2016 Honda Mobilio (A/T)	PhP 99,000.00
2	Five (5) 2017 Nissan Urvan NV350 (M/T)	PhP 71,500.00
3	Five (5) 2017 Toyota Altis (A/T)	PhP 99,000.00
	<b>TOTAL</b>	<b>PhP 269,500.00</b>



Works due to unforeseen damage and defective parts shall not form part of the ABC. Costs for labor, parts and materials included therein shall require a separate sales/service invoice, billing statement or statement of account to facilitate payment to the Service Provider.

### III. SCOPE OF SERVICES

1. Provide job estimate/checklist report prior to commencement of the PMS or repair works subject to the approval of an authorized representative of PCC through its General Services Division.
2. Perform the services prescribed below:

<b>Lot 1 - Six (6) 2016 Honda Mobilio (A/T)</b> (Next 6 months or 10,000 kms)*
<ol style="list-style-type: none"> <li>1) Inspect engine system and its components</li> <li>2) Replace engine oil</li> <li>3) Replace engine oil filter assembly</li> <li>4) Replace strainer fuel</li> <li>5) Replace fuel filter</li> <li>6) Inspect air conditioning system and its components</li> <li>7) Replace aircon filter and/or pollen filter</li> <li>8) Clean air filter</li> <li>9) Lubricate all door hinges and windows</li> <li>10) Top-up all fluids</li> <li>11) Check tire pressure and wheel condition</li> <li>12) Provide engine tune-up</li> <li>13) Inspect brake system and its components</li> <li>14) Provide brake cleaner</li> <li>15) Provide exterior cleaning / car wash</li> <li>16) Provide necessary tools and materials to complete the works</li> </ol>

*\* Note: Based from last PMS, whichever comes first*

<b>Lot 2 – 2017 Nissan Urvan NV350 (M/T)</b> (Next 6 months or 10,000 kms.)*
<ol style="list-style-type: none"> <li>1) Inspect engine system and its components</li> <li>2) Replace engine oil</li> <li>3) Replace engine oil filter</li> <li>4) Replace gasket drain</li> <li>5) Provide gas injector cleaner</li> <li>6) Provide fuel drier</li> <li>7) Provide oil conditioner</li> <li>8) Inspect brake system and its components</li> <li>9) Provide brake cleaner</li> <li>10) Provide brake stop squeal</li> <li>11) Perform engine tune-up</li> <li>12) Inspect air conditioning system and its components</li> <li>13) Provide aircon antiseptic</li> <li>14) Provide engine wash</li> <li>15) Check oil and fluid levels</li> <li>16) Inspect tire and wheel condition</li> </ol>

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|---|
| 17) Provide nitrogen tire pressure                              |
| 18) Provide necessary tools and materials to complete the works |

**\*Note: Based from last PMS, whichever comes first**

<b>Lot 3 - 2017 Toyota Corolla Altis (A/T)</b> (Next 6 months or next 10,000 kms.)*
1) Replace engine oil filter
2) Replace drain plug washer
3) Replace air cleaner element
4) Replace A/C Filter (Dust & Pollen)
5) Replace serpentine belt
6) Provide engine flush
7) Provide complete engine wash
8) Replace engine oil
9) Replace brake fluid
10) Replace/maintain levels of other oils and filters as needed
11) Check engine system
12) Check transmission system
13) Check battery condition
14) Check all components of brake system
15) Check all tire condition (including spare tire)
16) Check all components of suspension system
17) Adjust/replace parts and components as needed
18) Provide car wash

**\*Note: Based from last PMS, whichever comes first**

3. Provide recommendation and post-inspection report after PMS and repair done by the service provider in preparation for the next schedule.

#### IV. SCHEDULE OF REQUIREMENTS

<b>Lot 1 – 2016 Honda Mobilio (A/T)</b>		
<b>No.</b>	<b>Plate / Conduction Sticker No.</b>	<b>Schedule</b>
1	ABP 1059	Two (2) months upon receipt of Job Order
2	ABP 1061	
3	DV-1029	
4	DV-3238	
5	DV-3244	
6	DV-3645	

<b>Lot 2 - 2017 Nissan Urvan NV350 (M/T)</b>		
<b>No.</b>	<b>Plate / Conduction Sticker No.</b>	<b>Schedule</b>
1	OX 3232	Two (2) months upon receipt of Job Order
2	OX 3068	
3	ABP 1058	
4	ABP 1057	
5	OX 3227	

<b>Lot 3 - 2017 Toyota Altis (A/T)</b>		
<b>No.</b>	<b>Plate No.</b>	<b>Schedule</b>
<b>1</b>	<b>ABP 1062</b>	Two (2) months upon receipt of Job Order
<b>2</b>	<b>ABP 1063</b>	
<b>3</b>	<b>ABP 1064</b>	
<b>4</b>	<b>ABP 1065</b>	
<b>5</b>	<b>ABP 1066</b>	

## **V. REQUIREMENTS**

1. The Service Provider must have service centers located within **Quezon City**.
2. At least one (1) Service Adviser or one (1) Sales Adviser must be available as the need arises to attend to the concerns of PCC.
3. Availability of the service centers from 8:00 AM to 5:00 PM daily (Monday – Friday).
4. Necessary spare parts, materials, tools, manpower and equipment to carry out the necessary PMS works.
5. Safekeeping of PCC motor vehicles during PMS at the service center.
6. Maintain strict control of all accountable documents. This includes logs and registers required by PCC. These documents will be made available to PCC upon request. Each vehicle should have a file and history records.
7. The Service Provider shall supply and install genuine service parts and materials conforming to the standards for the specific motor vehicle and always ensure availability of said items.
8. The Service Provider shall only use fully synthetic engine oil or recommended standard engine oil as prescribed by the manufacturer.
9. The Service Provider shall ensure the recommended level of all fluids and lubricants replenishment fluids / lubricants to include; Engine oils, transmission, brake and hydraulic fluids, gear lubricants, and coolants that meet the standards set forth by the authorized dealer for the motor vehicle.
10. Original Equipment Manufacturer (“OEM”), commercially purchased or built parts may be used if the parts match or exceed that of its equivalent genuine spare parts after receiving approval from an authorized representative PCC through its General Services Division.
11. Provide service billing/billing statement/statement of account indicating guaranty/warranty cover and Official Receipt for every PMS accomplished by the Service Provider.
12. In case of services not covered by this Section, separate sales/service invoice, billing statement and/or statement of account and Official Receipt shall be issued by the Service Provider.
13. Provide recommendation and post-inspection report after PMS and repair done by the service provider in preparation for the next schedule.

**VI. PAYMENT SCHEME**

The PCC shall pay the contracted service provider within fifteen calendar (15) days upon receipt of the billing statement or statement of account for a particular DOC, subject to the issuance of Satisfactory Service Rendered by the authorized representative/s of PCC through its General Services Division and completion of all documentary requirements for processing of payment.

**VII. 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 this contract, 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 available to it.

**VIII. DISPUTE RESOLUTION**

Should any dispute related to these terms and/or rights of the 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.

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

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

Approved by:



**JESON O. DE LA TORRE**  
Officer-In-Charge  
Administrative Office

<b>CONFORME:</b>
_____ <b>Name and Signature of Authorized Representative</b>
_____ <b>Designation</b>
_____ <b>Name of Company</b>
_____ <b>Date</b>