

REQUEST FOR PROPOSAL

Repair and Maintenance Services for the Motor Vehicles of the Philippine Competition Commission

P.R. No./Date Received: **2023-06-0117 / 23 June 2023**

RFQ/P No. / Date: **2023-08-0130 / 09 August 2023**

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** 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.
- PhilGEPS Registration Number
- Omnibus Sworn Statement
- Signed Scope of Work

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 procurementunit@phcc.gov.ph or (assigned PBAC Sec email zdmorales@phcc.gov.ph) on or before **15 August 2023, 12:00 NN** 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 **Scope of Work**
- 10 Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	Unit	QTY	ABC		Project Title	Unit Cost (Php)	Total Amount (Php)
						(To be filled out by the supplier)	
			Unit Cost	Total	Repair and Maintenance Services for the Motor Vehicles of the Philippine Competition Commission		
1	Lot	1	P 152,400.00	P 152,400.00	Six (6) 2016 Honda Mobilio 1.5 CVT (A/T)		
2	Lot	1	P 132,000.00	P 132,000.00	Five (5) 2017 Nissan Urvan NV350 2.5 L (M/T)		
3	Lot	1	P 133,500.00	P 133,500.00	Five (5) 2017 Toyota Altis 1.6G (A/T)		
					(Please see attached Scope of Work)		
Total Lot ABC				P 417,900.00	TOTAL Amount :		
Delivery Instructions:					(Please see attached Scope of Work)		

(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 : _____



SCOPE OF WORK

Repair and 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).

In order to ensure accountable and judicious use, proper upkeep, maintenance, and timely repair of the PCC motor vehicles, the Procuring Entity intends to engage a Service Provider to undertake the Repair and Maintenance Services for the Motor Vehicles of the Philippine Competition Commission (the “Project”).

II. LIST OF MOTOR VEHICLES

LOT	TYOLOGY	QUANTITY
1	2016 Honda Mobilio 1.5V CVT (A/T)	Six (6) Units
2	2017 Nissan Urvan NV350 2.5L (M/T)	Five (5) Units
3	2017 Toyota Altis 1.6G (A/T)	Five (5) Units

III. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC for the Project is **Four Hundred Seventeen Thousand Nine Hundred Pesos (PhP417,900.00)** inclusive of all applicable taxes, fees and charges, divided per vehicle typology as follows:

LOT	TYOLOGY	ABC (PhP)
1	Six (6) 2016 Honda Mobilio 1.5V CVT (A/T)	152,400.00
2	Five (5) 2017 Nissan Urvan NV350 2.5L (M/T)	132,000.00
3	Five (5) 2017 Toyota Altis 1.6G (A/T)	133,500.00

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

IV. SCOPE OF SERVICES

The Service Provider shall follow and perform the requirements enumerated in the Schedule of Requirements under Annexes A, B and/or C, particularly the Vehicle Schedule (Item I) and Work Schedule (Item II).

V. CONTRACT DURATION

The Project shall have a covering period reckoning from the date of acceptance of the Job Order (Contract) by the Service Provider until 31 December 2023.

VI. MODE OF PROCUREMENT

The Mode of Procurement shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

VII. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider must have at least one (1) service center located within Metro Manila.
2. The service centers shall be available during weekdays (Monday to Friday) from 8:00 AM to 5:00 PM.
3. The Service Provider can assign at least one (1) Service Advisor and/or one (1) Sales Advisor. The Service or Sales Advisor shall be available as the need arises to attend to the concerns of the Procuring Entity.

VIII. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Provide the job repair estimate (if any), vehicle checklist and pre-inspection reports prior to commencement of the PMS and/or additional repair works, subject to the approval by the End-user.
2. Ensure availability of necessary spare parts, components, materials, tools, manpower and equipment to carry out the required repair and maintenance services.
3. Ensure safety and safekeeping of PCC motor vehicles during the repair and maintenance service at the Service Provider's Service Center.
4. Maintain strict control of all accountable documents, records and files such as vehicle history, logs and registries for every motor vehicle. These documents shall be made available upon request by the End-user.
5. Supply and install new, unused and genuine service parts, components and materials that conform to the standard specifications set forth by the vehicle manufacturer.
6. Use only new, unused and genuine fully synthetic engine oil that conform to the standard specifications set forth by the vehicle manufacturer.
7. Ensure the recommended level of all fluids (e.g., engine oil, transmission fluid, brake and hydraulic fluids, gear oil, and radiator coolants).

8. Use only new after-market or OEM parts, components and materials that match or exceed that of its equivalent genuine counterpart, subject to the approval of the End-user.
9. Provide pre- and post-inspection reports to be submitted to the End-user. During the conduct of the repair and maintenance service, any damage, malfunction or defects incurred or found to 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 accordingly at no additional cost to the PCC.
10. Provide post-inspection reports with recommendations after every completed repair and maintenance service in preparation for the next.
11. Issue Billing Statement/Invoice indicating guaranty/warranty cover for every repair and maintenance service completed to facilitate payment processing. The Billing Statement/Invoice shall be based on the actual service rendered including actual materials/parts installed to complete the repair and maintenance.
12. Surrender all old, replaced, and defective parts, components to the End-user for proper inventory and waste disposal, except used oil and used oil filter.

IX. RESPONSIBILITIES OF THE PROCURING ENTITY

1. Bring the PCC motor vehicles to the available service center of the Service Provider to avail of the repair and maintenance service or additional repair works.
2. Receive the Billing Statement/Invoice upon completion of every repair and maintenance service for payment processing.
3. Issue a Certificate of Satisfactory Service Rendered and Certificate of Final Acceptance for every repair and maintenance work done, and upon receipt of the Billing Statement/Invoice issued by the Service Provider and other necessary documents (e.g. job repair estimate, vehicle checklist, pre-inspection report, post-inspection report including recommendations).
4. Receive all old, replaced, and defective parts and components from the Service Provider for proper inventory and waste disposal.

X. PAYMENT SCHEME

The Service Provider shall submit the following for every repair and maintenance service done:

- a. Job repair estimate, if any;
- b. Pre-inspection report;
- c. Vehicle checklist;
- d. SI, BS and/or SOA; and
- e. Post-inspection report including recommendations.
- f. Warranty Certificate

The Procuring Entity shall pay the Service Provider within fifteen (15) calendar days upon receipt of the Billing Statement/Invoice and issuance of a Certificate of Satisfactory Service Rendered and Certificate of Final Acceptance by the End-user.

All payments shall be released and claimed within PCC premises.

XI. WARRANTY

The Service Provider shall provide a warranty security on all materials, parts and components of the Project against any defects in accordance with Section 62 of the Revised IRR of RA No. 9184 and perform the services as listed in Section IV and V of this TOR in accordance with best industry practices and standards. The warranty shall include replacement of defective materials, parts, and components inclusive of all applicable fees and charges at no additional costs to PCC. The warranty period shall commence upon the issuance of the Certificate of Final Acceptance by the PCC.

XII. 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 IV 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.



XIII. DISPUTE RESOLUTION

- A. 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.
- 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:


NES JUSTINE L. TORRES
Administrative Officer II, GSD

Reviewed by:


ROMMEL R. OIRA
Chief Administrative Officer, GSD 

Approved by:


JESON Q. DE LA TORRE
Director IV, Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

SCHEDULE OF REQUIREMENTS

Lot 1 – Six (6) 2016 Honda Mobilio 1.5V CVT (A/T)

I. VEHICLE SCHEDULE

NO	PLATE / CONDUCTION STICKER NUMBER	REPAIR AND MAINTENANCE SERVICES SCHEDULE	Statement of Compliance ("COMPLY" or "NOT COMPLY")
1	ABP 1059	Repair and Maintenance Services will commence immediately after acceptance of the Contract and availability of the vehicle	
2	ABP 1061		
3	DV 1029		
4	DV 3238		
5	DV 3244		
6	DV 3645		

II. WORK SCHEDULE

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
<p>A. Engine System</p> <ol style="list-style-type: none"> 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) Replace fuel filter 6) Inspect drive belts 7) Inspect spark plugs 8) Inspect drain plug and gasket, replace if necessary 9) Replace air cleaner element / air filter 10) Perform engine tune-up <p>B. Air Conditioning (A/C) System</p> <ol style="list-style-type: none"> 11) Pull down, clean, wash down and inspect A/C system and its components 12) Replace A/C cabin filter 13) Inspect and recharge refrigerant if necessary <p>C. Wheels and Brake System</p> <ol style="list-style-type: none"> 14) Check tire pressure, inspect wheel condition and perform tire rotation 15) Inspect brake system and its components 16) Perform Break Cleaning and Hand brake adjustment 17) Apply brake cleaner and paste (stop squeal) <p>D. Other Works to Complete</p> <ol style="list-style-type: none"> 18) Inspect under chassis, suspension system, exhaust system, fuel lines and connections. 19) Inspect transmission system. 	

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
20) Inspect all oil and fluid levels and provide fluid top-up if necessary 21) Check battery condition 22) Lubricate all door hinges and windows 23) Re-tighten all bolts and nuts on body and chassis 24) Perform car wash and engine detailing	

SCHEDULE OF REQUIREMENTS

Lot 2 – Five (5) 2017 Nissan Urvan NV350 2.5L (M/T)

I. VEHICLE SCHEDULE

NO	PLATE / CONDUCTION STICKER NUMBER	REPAIR AND MAINTENANCE SERVICES SCHEDULE	Statement of Compliance (“COMPLY” or “NOT COMPLY”)
1	ABP 1057	Repair and Maintenance Services will commence immediately after acceptance of the Contract and availability of the vehicle	
2	ABP 1058		
3	OX 3068		
4	OX 3227		
5	OX 3232		

II. WORK SCHEDULE

WORK DESCRIPTION	Statement of Compliance (“COMPLY” or “NOT COMPLY”)
<p>A. Engine System</p> <ol style="list-style-type: none"> 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) Provide fuel injector cleaner 7) Provide fuel system treatment 8) Inspect Drive belts and/or chain 9) Inspect drain plug and gasket, replace if necessary 10) Perform engine tune-up <p>B. Air Conditioning (A/C) System</p> <ol style="list-style-type: none"> 11) Pull down, clean, wash down and inspect A/C system and its components 12) Replace A/C cabin filter 13) Inspect and recharge refrigerant if necessary <p>C. Wheel and Brake System</p> <ol style="list-style-type: none"> 14) Check tire pressure, inspect wheel condition and perform tire rotation 15) Inspect brake system and its components 16) Perform brake cleaning and hand brake adjustment 17) Apply brake cleaner and paste (stop squeal) <p>D. Other Works to Complete</p> <ol style="list-style-type: none"> 18) Inspect under chassis, suspension system, exhaust system, fuel lines and connections 19) Inspect transmission system 20) Inspect all oil and fluid levels and provide fluid top-up if 	

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
<p>necessary</p> <p>21) Check battery condition</p> <p>22) Lubricate all door hinges and windows</p> <p>23) Re-tighten all bolts and nuts on body and chassis</p> <p>24) Perform car wash and engine detailing</p>	

SCHEDULE OF REQUIREMENTS
Lot 3 – Five (5) 2017 Toyota Altis 1.6G (A/T)

I. VEHICLE SCHEDULE

NO	PLATE / CONDUCTION STICKER NUMBER	REPAIR AND MAINTENANCE SERVICES SCHEDULE	Statement of Compliance (“COMPLY” or “NOT COMPLY”)
1	ABP 1062	Repair and Maintenance Services will commence immediately after acceptance of the Contract and availability of the vehicle	
2	ABP 1063		
3	ABP 1064		
4	ABP 1065		
5	ABP 1066		

II. WORK SCHEDULE

WORK DESCRIPTION	Statement of Compliance (“COMPLY” or “NOT COMPLY”)
<p>A. Engine System</p> <ol style="list-style-type: none"> 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) Replace fuel filter 6) Inspect drive belts 7) Inspect spark plugs 8) Inspect drain plug and gasket, replace if necessary 9) Perform engine tune-up <p>B. Air Conditioning (A/C) System</p> <ol style="list-style-type: none"> 10) Pull down, clean, wash down and inspect A/C system and its components 11) Replace A/C cabin filter 12) Inspect and recharge refrigerant if necessary <p>C. Wheels and Brake System</p> <ol style="list-style-type: none"> 13) Check tire pressure, inspect wheel condition and perform tire rotation 14) Inspect brake system and its components 15) Perform brake cleaning and hand brake adjustment 16) Apply brake cleaner and paste (stop squeal) <p>D. Other Works to Complete</p> <ol style="list-style-type: none"> 17) Inspect under chassis, suspension system, exhaust system, fuel lines and connections 18) Inspect transmission system 19) Inspect all oil and fluid levels and provide fluid top-up if necessary 20) Check battery condition 	

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
21) Lubricate all door hinges and windows 22) Re-tighten all bolts and nuts on body and chassis 23) Perform car wash and engine detailing	