

## REQUEST FOR PROPOSAL

### Repair of Air Conditioning System for Two (2) Motor Vehicles of the Philippine Competition Commission

P.R. No./Date Received: **2023-09-0177 / 15 September 2023**

RFQ/P No. / Date: **2023-10-0177/ 06 October 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 **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

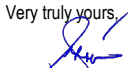
#### Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (To be issued before award of contract)
- Signed Technical Specifications
- Signed Request for Proposal

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 [mbnunez@phcc.gov.ph](mailto:mbnunez@phcc.gov.ph) or [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) on or before **12 October 2023, 5:00 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 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 **Technical Specifications**.
10. Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,

  
**ROMMEL R. OIRA**  
PBAC Secretariat Head

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total		(To be filled out by the supplier)	
1	lot	1	₱ 57,000.00	₱ 57,000.00	Repair of Air Conditioning System for Two (2) Motor Vehicles of the Philippine Competition Commission		
					<i>(Please see attached Technical Specifications)</i>		
<b>Total Lot ABC</b>				<b>₱ 57,000.00</b>	<b>TOTAL Amount (Per Lot):</b>		
<b>Delivery Instructions:</b>					<i>(Please see attached Technical Specifications)</i>		

*(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 : \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

### Repair of Air Conditioning System for Two (2) 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 the 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 for the Repair of Air Conditioning System for Two (2) Motor Vehicles of the Philippine Competition Commission (the “Project”).

#### II. VEHICLE TYPOLOGY

The Service Provider shall perform the necessary works on the following motor vehicles:

Brand Name	<b>Nissan</b>
Model	<b>Urvan NV350 2.5L</b>
Quantity	<b>Two (2) Units</b>
Plate / Conduction Sticker Numbers	<b>1. ABP 1057 2. OX 3227</b>

#### III. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider must have at least one (1) established service center located within Quezon City.
2. The Service Provider must assign at least one (1) service or sales advisor. The service or sales advisor shall be available, as the need arises, to attend to the concerns of the authorized representative/s of the AO-GSD (the “End-user”).

#### IV. WORK SPECIFICATIONS

The Service Provider shall perform the following works:



1. Pull down of air conditioning system (“A/C System”) parts, components and assembly including removal of dashboard for accessibility.
2. Clean, flush and wash down all parts, components and assembly from any foreign particles (e.g. dirt, dust, debris, etc.).
3. Perform leak tests on the A/C System parts, components and assembly.
4. Replace the following A/C System items, parts and components:
  - Front Evaporator
  - Rear Evaporator
  - Receiver Drier
  - Cabin Filter
  - Assorted rubber o-rings
  - All necessary fittings
5. Re-install dashboard and all A/C System parts, components and assembly to its original location.
6. Ensure all connections of the A/C System are secured.
7. Recharge the 134A-type refrigerant/freon as necessary.
8. Perform other necessary works to complete the works and ensure optimum performance of the A/C System.

## **V. RESPONSIBILITIES OF THE SERVICE PROVIDER**

1. The Service Provider shall ensure the availability of its service center/s during weekdays (Monday to Friday) from 8:00 AM to 5:00 PM.
2. Provide pre- and post-inspection reports to be submitted to the End-user. During the implementation of the project, 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.
3. Ensure safety and safekeeping of PCC motor vehicles upon turned over by the End-user to the Service Provider during the Project implementation.
4. Supply and install new, unused and genuine service parts, components and materials that conform to the standard specifications set forth by the vehicle manufacturer.
5. Original equipment manufacturer/third-party/built-in item, parts and components may be used if such parts and components match or exceed the equivalent genuine spare parts after securing approval from End-user.
6. The Service Provider shall surrender all worn-out and replaced items, parts and components to the End-user for proper accounting and disposal.

7. The Service Provider shall provide other supporting documents (e.g. vehicle checklists, service orders, etc.), to the End-user upon request.

#### **VI. APPROVED BUDGET OF THE CONTRACT (ABC)**

The total ABC for the Project is **Fifty-Seven Thousand Pesos (PhP57,000.00)**, inclusive of all applicable government taxes, fees, and charges.

#### **VII. CONTRACT DURATION**

The Project shall have a covering period of **fifteen (15) calendar days** reckoning from the date of acceptance of the Job Order (“Contract”) by the Service Provider.

#### **VIII. 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.

#### **IX. TERMS OF PAYMENT**

The Service Provider shall submit a Statement of Account (SOA) or Billing Statement (BS), whichever is applicable upon completion of the Project. The PCC shall pay the Service Provider within fifteen (15) calendar days upon receipt from the Service Provider of said SOA/BS, whichever is applicable, and issuance of the Certificate of Satisfactory Services Rendered by the End-user. Payment shall be made within PCC premises.

#### **X. 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 the Contract, the Procuring Entity shall, without prejudice to its other remedies and under the applicable laws, 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 price. 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.

#### **XI. WARRANTY**

The Service Provider shall be required of 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. 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 e service provider upon completion of the warranty period.

**XII. DISPUTE RESOLUTION**

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.

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.

**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**