



Republic of the Philippines
Department of Information and Communications Technology
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE
Resolution No. 036-2021, Series of 2021

**RECOMMENDING THE AWARD FOR THE PROCUREMENT OF MOTOR VEHICLES
MAINTENANCE SERVICES**

WHEREAS, the National Privacy Commission (NPC), is the agency mandated to enforce data privacy protection;

WHEREAS, in order to be able to effectively perform its mandate, NPC, on various dates, procured several vehicles as herein reflected in the Terms of Reference herein attached as Annex "A";

WHEREAS, there is a need to ensure the safety of the NPC personnel using the same and that the procured assets of the Commission are road-worthy and well-maintained, thus necessitating a maintenance service provider;

WHEREAS, Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 otherwise known as the Government Procurement Reform Act (R.A. 9184) recognizes Small Value Procurement as a method of procuring goods where the amount involved does not exceed the threshold prescribed in Annex "H" of the revised IRR, provided, that in case of goods, the procurement does not fall under shopping in Section 52;

WHEREAS, a Request for Quotation (RFQ) was posted in the PhilGEPS and NPC website as well as the NPC bulletin board, and was likewise sent to three (3) suppliers, namely, Toyota Bicutan Parañaque, TIERODMAN AUTOCENTER INC., and Toyota Otis Inc. via electronic mail, however, the aforesaid suppliers failed to submit their respective quotations. Only one (1) supplier submitted its quotation, FleetSERV INC. after seeing NPC's advertisement of bid opportunity;

WHEREAS, on 13 April 2021, the National Privacy Commission-Bids and Awards Committee (NPC-BAC) proceeded to evaluate the submitted quotation by FleetSERV INC. and determined that it has passed the technical, legal, and financial requirements mandated under R.A. No. 9184 and was determined to be the single calculated and responsive quotation at a bid price of SIX HUNDRED SEVENTEEN THOUSAND, EIGHT HUNDRED ELEVEN and 12/100 Pesos (Php 617,811.12);

NOW, THEREFORE, for and in consideration of the foregoing, **WE**, the members of the NPC-BAC hereby **RESOLVE**, as it is hereby **RESOLVED**, to recommend the award for the procurement of Motor Vehicles Maintenance Services to **FleetSERV INC.** in the total amount of SIX HUNDRED SEVENTEEN THOUSAND, EIGHT HUNDRED ELEVEN and 12/100 Pesos (Php 617,811.12).

Reference No.: 036-2021

NPC_DIT_RESO-V1.0, R0.0, 05 April 2021



Republic of the Philippines
Department of Information and Communications Technology
NATIONAL PRIVACY COMMISSION

RESOLVED this 13th day of April 2021, through video conference meeting.

ATTEST:

Sgd.
MR. ERWIN D. ESPENILLA
Executive Assistant IV, OPC
BAC Member

On official business
ATTY. AURELLE DOMINIC E. NARAG
Executive Assistant IV, OPC
BAC Member

On official business
JONATHAN RUDOLPH Y. RAGSAG
OIC-Chief, DSTSD
BAC Member

Mendoza Ma
Josefina Eusebio
Digitally signed by Mendoza Ma
Josefina Eusebio
Date: 2021.04.20 09:23:42 +08'00'

ATTY. MA. JOSEFINA E. MENDOZA
OIC-Division Chief, Legal Division
Attorney IV, Legal Division
BAC Member

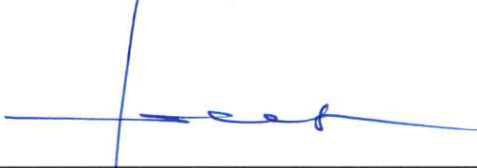
Digitally signed by
Villasoto Ivy Grace
Torres
Date: 2021.04.20
08:02:45 +08'00'

ATTY. IVY GRACE T. VILLASOTO
OIC-Director, PPO
BAC Vice Chairperson

Patula Maria
Theresita Elnar
Digitally signed by Patula
Maria Theresita Elnar
Date: 2021.04.20 14:22:09
+08'00'

ATTY. MARIA THERESITA E. PATULA
Director IV, LEO
BAC Chairperson

Approved:


RAYMUND ENRIQUEZ LIBORO
Privacy Commissioner
Head of the Procuring Entity
Date: 13 APR 2021

Reference No.: 036-2021

NPC_DIT_RESO-V1.0, R0.0, 05 April 2021



Republic of the Philippines
Department of Information and Communications Technology
NATIONAL PRIVACY COMMISSION

NOTICE OF AWARD

22 APR 2021

Ms. Bernadette S. Celis

Authorized Representative

FleetSERV Inc.

Room 102 3rd Avenue Residences, No. 33 3rd Avenue,
Barangay Bagong Lipunan ng Crame, Quezon City

Dear Ms. Celis,

Please be advised that upon the recommendation of the NPC Bids and Awards Committee (NPC-BAC), per BAC Resolution No. 036-2021 series of 2021, the contract for the procurement of Motor Vehicles Maintenance Services amounting to *SIX HUNDRED SEVENTEEN THOUSAND, EIGHT HUNDRED ELEVEN AND 12/100 (Php 617,811.12)*, VAT inclusive, and subject to other applicable taxes and fees is hereby awarded to **FleetSERV INC.**, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

RAYMUND E. LIBORO
Privacy Commissioner
Head of the Procuring Entity

Anno: 2018/08/08 10:00:00 AM
User: RAYMUND E. LIBORO
IP: 192.168.1.100

22 APR 2021

Conforme:

Ms. Bernadette S. Celis

Authorized Representative

FleetSERV Inc.

Date: _____

Reference No.: 036-2021

NPC_DIT_NOA-V1.0, R0.0, 05 April 2021



WORK ORDER

Work Order No. 2021-05-0013

Date 25 May 2021

Terms of Payment: LDDAP-ADA

Mode of Procurement: Small Value Proc.

Place of Delivery: NPC OFFICE

FLEETSERV INC.

Room 102 3rd Avenue Residences, No. 33 3rd Avenue,

Barangay Bagong Lipunan ng Crame, Quezon City

Gentlemen:

In accordance with the NPC Bids and Awards Committee Resolution No. 036-2021 series of 2021 and the Notice of Award issued by the Head of the Procuring Entity, you are hereby authorized to undertake the work indicated below:

Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
1	1	lot	<p>Motor Vehicles Maintenance Services for the Ten (10) Units of Toyota Vehicle</p> <p><u>Scope of Service:</u> The Service provider shall provide the following: <ul style="list-style-type: none"> ✓ Supply of labor, parts, tools, equipment, supplies, supervision, and all other necessary services for the comprehensive/preventive maintenance of NPC motor vehicle: <ol style="list-style-type: none"> 1. Avanza 1.3E AT 2018 (A2-A673) - Gas 2. HiAce GL Grandia 3.0 MT (A2-I732) - Diesel 3. Innova 2.8E AT 2018 (A2-W795) - Diesel 4. Innova 2.0 E (A3-I863) - Gas 5. Avanza 1.3E AT 2018 (A2D323) - Gas 6. Avanza 1.3E AT 2018 (A2-I017) - Gas 7. Avanza 1.3E AT 2018 A2-I003) - Gas 8. Avanza 1.3E AT 2018 (A2-D268) - Gas 9. Avanza 1.3E AT 2018 (A2-I158) - - Gas 10. Avanza 1.3E AT 2018 (A2-I761) - - Gas ✓ All supplies and materials shall be original and quality that conform to manufacturer's specification and standards. All supplies, material and equipment to be used in the performance of work described herein are subject to inspection and acceptance by the NPC prior to installation in the vehicle subject of the repair. ✓ Provide maintenance, repair/replace unserviceable parts, assemblies, sub-assemblies, and components including tire; air-conditioning system and accessories, refinish, fabricate parts and make modifications; repair accessories, and auxiliary equipment and structural repair, and other parts necessary for the efficient functioning of the vehicles ✓ Perform preventive maintenance services per vehicle based on the odometer reading as endorsed by NPC Administrative Services Division ✓ Responsible for repairs and replacement of defective parts after installation which falls under warranty ✓ Shall provide, issue and add all replenishment of fluids/lubricants including engine oils, drive chain, clutch and throttle inner lubricants, grease clutch, throttle and front brake inner cable that meet the standards set forth by manufacturer. ✓ The engine oil to used is only of recognizes and well repute brand consistent with the conditions set forth in item 2.0 herein. ✓ Shall ensure that there is always enough quantity kept in stock to serve all NPC motor vehicles during the contract </p> <p><u>Duration of Contract:</u> The service contract shall commence from the issuance of Work Order / NTP until 31 December 2021 or upon exhaustion of funds. Preventive maintenance shall be rendered every 5,000 kms odometer reading from last maintenance service or every three (3) months, whichever comes first. Repairs/parts replacement shall be rendered as needed.</p> <p><u>Service Level Agreement:</u> The Service provider shall provide the following: <ul style="list-style-type: none"> ✓ Ensure that its employees or service crew have the technical know-how and capability to do the job requires by for the repairs and maintenance of service vehicles. The accountability of the service vehicle will be transferred to the Service Provider while it is on their possession during the period of repair. ✓ Be an authorized dealer of Toyota vehicle and parts and shall provide warranties for all services performed. ✓ Only provide genuine Toyota parts ✓ Provide maintenance services in line with the maintenance intervals prescribed by the manufacturer. ✓ Provide services only upon receipt of authorized Repair Request Form from Authorized NPC representative herein mentioned under "Obligation of NPC" ✓ Provide invoice for a service (spare parts and labor) ✓ Provide a focal person (authorized representative) for setting of schedules, request for quotations, copies of SOA, and ither documents needed ✓ Submit SOA not more than 3 days after service rendered to facilitate processing of payment </p> <p>Six Hundred Seventeen Thousand Eight Hundred Eleven and 12/100 Pesos Only</p>	Php617,811.12	Php617,811.12
				TOTAL	Php 617,811.12

NOTICE TO PROCEED: Notice is hereby given that by conforming to this Work Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.

Contact Mr. Joel Pagtulangan Jr. at (02)8234-2228 local 119 or email at asd@privacy.gov.ph for questions/delivery and other concerns.

Funds Available: ₱ 617,811.12

Fund 01

Function/Project CAS-MOPE

TEODULO LORENZO
Chief Accountant

Recommending Approval:

MARIA DELIA S. PRESQUITO
ASD, Division Chief

APPROVED:

IVIN RONALD D.M. ALZONA
Executive Director

Work Order Received:

By: BENWA PRUC CORB

Date: June 23, 2021

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.

Ref No.: ADM 17-21-00352

NPC_FAO_ASD_WO-V1.0,R0.0,05 May 2021