



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**  
BAC Resolution No. 102-2021, Series of 2021

**RECOMMENDING THE AWARD OF CONTRACT FOR THE PREVENTIVE  
MAINTENANCE FOR NON-TOYOTA VEHICLES WITH REPLACEMENT OF  
PARTS AND ACCESSORIES**

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

**WHEREAS**, it is the policy of the State to ensure that all resources of the government are managed, expended, or utilized in accordance with existing laws, rules, and regulations and safeguarded against loss or wastage with the aim of ensuring economy, efficiency, and effectiveness in operations of the government;

**WHEREAS**, there is a need to engage the services of a provider duly authorized with the necessary expertise, experience, and capacity to maintain and repair and/or replace worn out parts/accessories of the two (2) non-Toyota vehicles to prolong their service life, to increase the safety of the drivers and passengers while on the road, and to prevent parts from breaking and larger issues from arising which may cause road accidents;

**WHEREAS**, this procurement has a Certificate of Availability of Funds (CAF) and has been confirmed to be existing in the FY 2021 Appropriations (RA 11518), programmed under the NPC FY 2021 APP Item No. 2021-0158 and with Approved Budget for the Contract (ABC) amounting to Php150,000.00;

**WHEREAS**, Section 53.9 of the Implementing Rules and Regulations (IRR) of R.A. 9184 recognizes Small Value Procurement (SVP) as a mode of procurement for goods where the amount does not exceed One Million Pesos (Php1,000,000.00);

**WHEREAS**, a Request for Quotation was posted in the PhilGEPS website, NPC website, and the NPC bulletin board on 30 September 2021, and was likewise sent to four (4) suppliers via electronic mail, namely: Tierodman Auto Center Inc., Unique Autocar, Powerfix Auto Services, and Fleetserv, Inc., but all failed to submit their quotations;

**WHEREAS**, only Carsan Auto Service & Trading Center submitted a quotation with a bid price of Php125,000.00 and upon evaluation of the BAC members, the submitted eligibility documents complies with the requirements of the law;

**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 of contract for the Preventive Maintenance for Non-Toyota Vehicles with Replacement of Parts and Accessories to **Carsan Auto Service & Trading Center** for passing all the required eligibility

and for having the single calculated and responsive quotation in the total amount of **One Hundred Twenty-Five Thousand and 0/100 Pesos (Php125,000.00)**.


**RESOLVED** this 7th day of October 2021 via videoconference meeting.


**ATTEST:**

  
Digitally signed by  
Espenilla Erwin  
Dejucos  
Date: 2021.10.11  
22:37:12 +08'00'  
**ERWIN D. ESPENILLA**  
*Executive Assistant IV, OPC*  
*BAC Member*

  
Digitally signed by Narag  
Aurelle Dominic Espita  
Date: 2021.10.11 14:07:55  
+08'00'  
**ATTY. AURELLE DOMINIC E. NARAG**  
*Executive Assistant IV, OPC*  
*BAC Member*

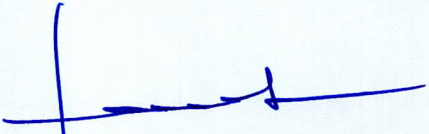
Ragsag Jonathan  
Rudolph Yandan  
Digitally signed by  
Ragsag Jonathan  
Rudolph Yandan  
**JONATHAN RUDOLPH Y. RAGSAG**  
*OIC-Chief, DSTSD*  
*BAC Member*

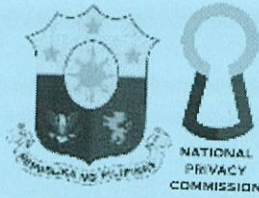
  
Digitally signed  
by Mendoza Ma  
Josefina Eusebio  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*Attorney IV, Legal Division*  
*BAC Member*

  
Digitally signed by  
Villasoto Ivy Grace  
Torres  
Date: 2021.10.11  
11:41:01 +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: 2021.10.11 16:42:16 +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 OCT 2021



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

## NOTICE OF AWARD

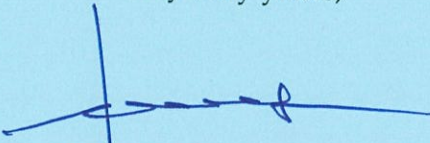
Date Issued: 13 OCT 2021

**Ms. Rizalina C. Madriaga**  
*Account Officer*  
Carsan Auto Service & Trading Center  
#1 Sitio Ibayo, Sumulong Hi-way,  
Antipolo City

Dear Ms. Madriaga:


Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 102-2021 series of 2021, the contract for the Preventive Maintenance for Non-Toyota Vehicles amounting to **ONE HUNDRED TWENTY-FIVE THOUSAND AND 0/100 PESOS (PHP125,000.00)**, VAT inclusive, is awarded to **Carsan Auto Service & Trading Center**, 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  
13 OCT 2021

Digitally signed by Raymond E. Liboro  
DN: cn=Raymond E. Liboro, o=NPC

Conforme:

  
**Ms. Rizalina C. Madriaga**  
*Account Officer*  
Carsan Auto Service & Trading Center  
Date: OCT 14 2021

Ref No.: 079-2021

## PURCHASE ORDER NATIONAL PRIVACY COMMISSION

Entity Name

Supplier : <u>CARSAN AUTO SERVICE &amp; TRADING CENTER</u>	P.O. No. : <u>2021-10-0028</u>
Address : <u>#1 Sitio Ibayo, Sumulong Hi-way, Antipolo City</u>	Date : <u>25 October, 2021</u>
TIN : _____	Mode of Procurement : <u>Small Value Procurement</u>

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>NPC OFFICE</u>	Delivery Term : <u>shall commence from the issuance of NTP until 28 February 2022 or upon exhaustion of funds, whichever comes first</u>
Date of Delivery : <u>shall commence from the issuance of NTP until 28 February 2022 or upon exhaustion of funds, whichever comes first</u>	Payment Term : <u>LDDAP-ADA</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Job	Preventive Maintenance for Non Toyota Vehicle with Replacement of Parts and Accessories	1	125,000.00	125,000.00

- | <p>1. Service provision shall include the following:</p> <p>a. Supply labor, parts, tools, equipment and all other supplies and services needed for the comprehensive/ preventive maintenance of NPC motor vehicles:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Conduction Sticker</th> <th>Odometer Reading as of September 10, 2021</th> </tr> </thead> <tbody> <tr> <td>Mitsubishi L300</td> <td style="text-align: center;">B7-C761</td> <td style="text-align: center;">38,537kms</td> </tr> <tr> <td>Hyundai Starex 2.9E</td> <td style="text-align: center;">K0-V029</td> <td style="text-align: center;">32,103kms</td> </tr> </tbody> </table> <p>b. Ensure that all supplies and materials needed are original and quality that conform to manufacturer's specifications and standards.</p> <p>c. Provide maintenance, repair/replace unserviceable parts, assemblies, subassemblies, and components including tires; air-conditioning system and accessories; refinish, refabricate parts and make modifications; repair accessories and auxiliary equipment and structural repair, and other parts necessary for the efficient functioning of the vehicles.</p> <p>d. Perform preventive maintenance services per vehicle based on the current odometer reading as endorsed by the NPC Administrative Services Division.</p> <p>e. Provide after service sales which falls under warranty on the repair and replacement of defective parts after installation.</p> <p>f. Ensure replenishment of all fluids, oil and lubricants such as engine oils, drive chain, clutch and throttle inner lubricants, grease clutch, throttle and front brake inner cable that meet the standards set forth by the manufacturer.</p> <p>g. Ensure that the needed engine oil is only of recognized and well reputed brand consistent with the conditions set forth in item 2.0 herein.</p> <p>h. Indicate in the service report the estimated service life of the replaced parts/accessories and its next maintenance/replacement schedule.</p> <p>i. Ensure the availability of stocks to serve all NPC motor vehicles on the duration of the contract.</p> | Description        | Conduction Sticker                        | Odometer Reading as of September 10, 2021 | Mitsubishi L300 | B7-C761 | 38,537kms | Hyundai Starex 2.9E | K0-V029 | 32,103kms | <p>2. Minimum qualifications and requirements:</p> <p>a. Employees or service crew must have the technical know-how, capability, or expertise to do the job required for the repairs and maintenance of service vehicles.</p> <p>b. The accountability will be transferred to the Service Provider on the duration of the repair or while the NPC service vehicles is in their possession.</p> <p>c. The service provider must be an authorized dealer of the NPC motor vehicle brands and parts.</p> <p>d. The service provider shall provide warranties for all services performed.</p> <p>e. The service provider shall only provide or supply genuine parts.</p> <p>f. The service provider must provide preventive maintenance services in line with the maintenance intervals prescribed by the manufacturer.</p> <p>g. The service provider shall perform services only upon receipt of approved/authorized (Vehicle Repair Request Form) VRRF from authorized NPC representative.</p> <p>h. The service provider shall submit documents to NPC ASD in relation to inspection, quotation and invoices for all services rendered.</p> <p>i. The service provider shall provide focal person (authorized representative) for purposes of setting PMS schedules, requesting quotations, securing copies of Statement of Account (SOA) or billing, and other related documents needed.</p> <p>j. The service provider shall submit SOA or billing three (3) days after the services are rendered to facilitate the processing of payment.</p> <p>3. All supplies, materials, and equipment used in the performance of work described herein are subject to inspection and acceptance of the NPC.</p> <p>4. All waste materials shall be submitted/returned to NPC for documentation and accounting purposes.</p> <p>5. The Property Officer of the NPC is the only duly authorized personnel to communicate with the service provider by sending VRRF to check the cost estimates of repairs and maintenance to be done, parts to be replaced and the labor. The approved VRRF shall serve as an authorization to execute the recommended repair.</p> |
|--|--------------------|---|---|-----------------|---------|-----------|---------------------|---------|-----------|--|
| Description  | Conduction Sticker | Odometer Reading as of September 10, 2021 |   |                 |         |           |                     |         |           |  |
| Mitsubishi L300  | B7-C761            | 38,537kms                                 |   |                 |         |           |                     |         |           |  |
| Hyundai Starex 2.9E  | K0-V029            | 32,103kms                                 |   |                 |         |           |                     |         |           |  |

**PAYMENT & DELIVERY:**  
Payment shall be processed upon receipt of Statement of Account/Sales invoice and Service report for the repair/service rendered and replacement of parts  
Delivery shall commence from the issuance of NTP until 28 February 2022 or upon exhaustion of funds, whichever comes first  
Preventive maintenance shall be rendered every 5,000 kms odometer reading from last maintenance service or every three months, while repairs/ parts replacement shall be rendered as needed


**(Total Amount in Words)**      ONE HUNDRED TWENTY FIVE THOUSAND PESOS ONLY

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.


**NOTICE TO PROCEED:** Notice is hereby given that by conforming to this Purchase 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 Pagtulingan Jr. at (02)8234-2228 local 119 or email at asd@privacy.gov.ph for questions/delivery and other concerns

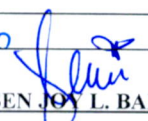
Conforme:

  
MS. RIZALINA C. MADRAGA  
Signature over Printed Name of Supplier  
11/4/2021  
Date

Very truly yours,

  
ATTY. MANUEL C. SATUITO  
Signature over Printed Name of Authorized Official  
Director IV, FAO  
Designation

Fund Cluster : 01  
Funds Available : ₱ 125,000.00

  
JENSEN JOY L. BALLICUD  
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 02-101-2021-10-0430B  
Date of the ORS/BURS: 27-10-2021  
Amount : ₱ 125,000.00