

Republic of the Philippines
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE
BAC Resolution No. 101-2021, Series of 2021

**RECOMMENDING THE AWARD OF CONTRACT FOR THE RESTORATION
AND REPAIR OF MOTOR VEHICLE TOYOTA AVANZA 2018 A2-J761**

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 restore, repair and replace damaged and worn-out parts/accessories of the NPC Motor Vehicle Toyota Avanza with conduction sticker A2-J761, which will become an additional service vehicle for NPC officials and employees;

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. 2021-0159 and with Approved Budget for the Contract (ABC) amounting to Php140,000.00;

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 Php126,000.00 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 Restoration and Repair of Motor Vehicle Toyota Avanza 2018-A2J761 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-Six Thousand and 0/100 Pesos (Php126,000.00)**.


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


ATTEST:


Digitally signed by
Espenilla Erwin
Dejucos
Date: 2021.10.11
22:31:37 +08'00'
ERWIN D. ESPENILLA
Executive Assistant IV, OPC
BAC Member


Digitally signed by Narag
Aurelle Dominic Espita
Date: 2021.10.11 14:06:18
+08'00'
ATTY. AURELLE DOMINIC E. NARAG
Executive Assistant IV, OPC
BAC Member

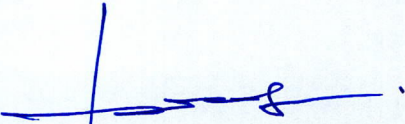
Ragsag Jonathan
Rudolph Yandan
JONATHAN RUDOLPH Y. RAGSAG
OIC-Chief, DSTSD
BAC Member

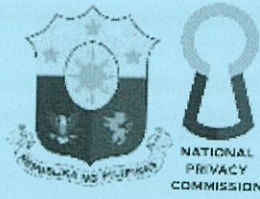

Digitally signed
by Mendoza Ma
Josefina Eusebio
ATTY. MA. JOSEFINA E. MENDOZA
Attorney IV, Legal Division
BAC Member


Digitally signed by
Villasoto Ivy Grace
Torres
Date: 2021.10.11
11:39:05 +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 16:44:19 +08'00'
ATTY. MARIA THERESITA E. PATULA
Director IV, LEO
BAC Chairperson

Approved:


RAYMUND ENRIQUEZ LIBORO
Privacy Commissioner
Head of the Procuring Entity
Date: 11 3 OCT 2021



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

NOTICE OF AWARD

Date Issued:

Ms. Rizalina C. Madriaga

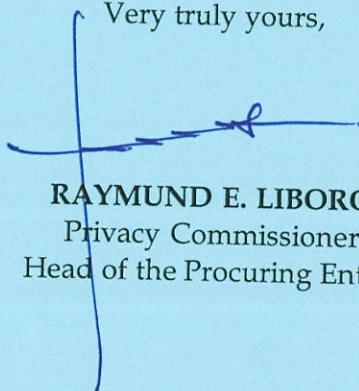
Account Officer

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. 101-2021 series of 2021, the contract for the Restoration and Repair of Motor Vehicle Toyota Avanza 2018 A2-J761 amounting to **ONE HUNDRED TWENTY-SIX THOUSAND AND 0/100 PESOS (PHP126,000.00)**, 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

Digitally signed by Raymond E. Liboro

Conforme:


Ms. Rizalina C. Madriaga

Account Officer

Carsan Auto Service & Trading Center

Date: OCT 14 2021

Ref No.: 078-2021

PURCHASE ORDER NATIONAL PRIVACY COMMISSION

Entity Name

Supplier : <u>CARSAN AUTO SERVICE & TRADING CENTER</u>	P.O. No. : <u>2021-10-0026</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 : shall commence from the issuance of NTP and shall be completed within Forty Five (45) working days
Date of Delivery shall commence from the issuance of NTP and shall be completed within Forty Five (45) working days	Payment Term : <u>LDDAP-ADA</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount																										
	Job	Restoration and Repair of Motor Vehicle Toyota Avanza 2018 A2-J761	1	126,000.00	126,000.00																										
<p>Specifications:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. Service provision shall include the following:</p> <ol style="list-style-type: none"> Supply labor, parts, tools, equipment and all other supplies and services needed for the comprehensive/preventive maintenance of the said NPC motor vehicle. Provide or supply the enumerated below parts and accessories but not limited to the following: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">For Replacement</th> <th style="width: 50%;">For Repair</th> </tr> </thead> <tbody> <tr><td>Backdoor panel</td><td>Rear end panel</td></tr> <tr><td>Backglass assembly</td><td></td></tr> <tr><td>Spacer, backglass (6 pcs)</td><td style="text-align: center;">For Repaint</td></tr> <tr><td>Backdoor moulding</td><td>Backdoor panel</td></tr> <tr><td>Backdoor logo</td><td>Rear bumper cover</td></tr> <tr><td>Backdoor trim</td><td>Rear end panel Anti-rust/body sealer/ Degreaser</td></tr> <tr><td>Rear bumper cover</td><td></td></tr> <tr><td>Rear bumper clips set</td><td style="text-align: center;">Glassman works</td></tr> <tr><td>Rear left bumper support</td><td>R/R Backglass</td></tr> <tr><td>Rear right bumper support</td><td>Adhesive/ Sealant</td></tr> <tr><td>Left taillight assembly</td><td></td></tr> <tr><td>Right taillight assembly</td><td></td></tr> </tbody> </table> <ol style="list-style-type: none"> Ensure that all supplies and materials needed are original and quality that conform to manufacturer's specifications and standards. 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 vehicle. Provide after service sales which falls under warranty on the repair and replacement of defective parts after installation. Ensure replenishment of all fluids, oil and lubricants such as engine oils, drive chain, clutch and throttle inner lubricant, grease clutch, throttle and front brake inner cable that meet the standards set forth by the manufacturer. 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 Indicate in the service report the <i>estimated service life</i> of the replaced parts/accessories and its next maintenance/replacement schedule. Ensure the availability of stocks needed for the restoration and repair on the duration of the contract. </div> <div style="width: 48%;"> <p>2. Minimum qualifications and requirements:</p> <ol style="list-style-type: none"> 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. 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. The service provider must be an authorized dealer of the NPC motor vehicle brand and parts. The service provider shall provide warranties for all services performed. The service provider shall only provide or supply genuine parts. The service provider must provide preventive maintenance services in line with the maintenance intervals prescribed by the manufacturer. The service provider shall perform services only upon receipt of approved/authorized (Vehicle Repair Request Form) VRRF from authorized NPC representative. The service provider shall submit documents to NPC ASD in relation to inspection, quotation and invoices for all services rendered. 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. The service provider shall submit SOA or billing within three (3) days after the services are rendered to facilitate the processing of payment. All supplies, materials, and equipment used in the performance of work described herein are subject to inspection and acceptance of the NPC. All waste materials shall be submitted/returned to NPC for documentation and accounting purposes. 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. </div> </div>						For Replacement	For Repair	Backdoor panel	Rear end panel	Backglass assembly		Spacer, backglass (6 pcs)	For Repaint	Backdoor moulding	Backdoor panel	Backdoor logo	Rear bumper cover	Backdoor trim	Rear end panel Anti-rust/body sealer/ Degreaser	Rear bumper cover		Rear bumper clips set	Glassman works	Rear left bumper support	R/R Backglass	Rear right bumper support	Adhesive/ Sealant	Left taillight assembly		Right taillight assembly	
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<p>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 Notice to Proceed and shall be completed within Forty Five (45) working days</p>																															

(Total Amount in Words) ONE HUNDRED TWENTY SIX 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. MADRIAGA~~
 Signature over Printed Name of Supplier
 11/9/2021
 Date

Very truly yours,

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

Fund Cluster : 01
 Funds Available : ₱ 126,000.00

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

ORS/BURS No. : 02-101-2021-10-0430A
 Date of the ORS/BURS: 29-OCT-2021
 Amount : ₱ 126,000.00