



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION  
MOTOR VEHICLES MAINTENANCE SERVICES**

17 March 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure MOTOR VEHICLES MAINTENANCE SERVICES.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **9:00 A.M., 23 March 2021**.

The service providers/suppliers must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Latest income/business tax return;
4. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; and
5. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard, Pasay City

**Attention to: ATTY. ANNA BENJIELINE R. PUZON**  
BAC Secretariat Head

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BAC Secretariat Head  
National Privacy Commission

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<sup>1</sup> **NOTE:** Please use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>) and that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please ensure submission of the necessary attachments:

1. **If sole proprietorship:** duly notarized Special Power of Attorney (for authorized representative)
2. **If partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney (whichever is applicable)

**NOTE:** Both the Omnibus Sworn Statement and its attachment must specifically state the name of this procurement.



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(02) 8234-2228 loc. 127

**TECHNICAL SPECIFICATION**

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 700,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	lot	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <p><b>Motor Vehicles Maintenance Services</b></p> <p>Scope of Service</p> <p>Duration of contract</p> <p>Minimum requirements for the service provider</p> <p>Service level agreement</p>	700,000.00	700,000.00	
<b>TOTAL</b>			700,000.00		

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- IV. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VI. Payment shall be processed upon receipt of monthly bill with summary of mails delivered.

CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_



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(Name/Position/Signature of Representative/Date)

**TERMS OF REFERENCE**

**MOTOR VEHICLES MAINTENANCE SERVICES**

**BACKGROUND**

It is the policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage, with the aim of ensuring economy, efficiency and effectiveness in operations of the government.

National Privacy Commission intends to engage the services of a service provider duly authorized and with the necessary expertise, experience and capacity to maintain and repair and/or replace worn out parts/accessories of the ten (10) units of Toyota vehicles procured in 2017. The periodic maintenance should be conducted to maintain vehicle's safety level or does not affect pollution control, and to prolong the service life of the automobile.

**SCOPE OF SERVICE:**

The service provider shall provide the following:

1. Supply of labor, parts, tools, equipment, supplies, supervision and all other necessary services for the comprehensive/preventive maintenance of NPC motor vehicles:

Toyota Model	Fuel Type (Gas/Diesel)	Odometer reading in the last PMS (kms) (December 2021)	Mileage as of March 2021
AVANZA 1.3E AT 2018 A2-A673	Gas	20,000	26,434
HIACE GL GRANDIA 3.0 MT A2-I732	Diesel	40,000	55,332
INNOVA 2.8 E AT 2018 A2-W795	Diesel	50,000	65,805
INNOVA 2.0 E A3-I863	Gas	25,000	20,832
AVANZA 1.3E AT 2018 A2D323	Gas	20,000	23,503
AVANZA 1.3E AT 2018 A2-I017	Gas	20,000	21,622
AVANZA 1.3E AT 2018 A2-I003	Gas	15,000	27,334

5<sup>th</sup> floor East Wing, Delegation Building PICC Complex Pasay City  
 URL: <http://privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Trunk line: (+631) 920-0101



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AVANZA 1.3E AT 2018 A2-D268	Gas	20,000	34,286
AVANZA 1.3E AT 2018 A2-I158	Gas	25,000	15,802
AVANZA 1.3E AT 2018 A2-J761	Gas	15,000	20,000

2. All supplies and materials shall be original and quality that conform to manufacturer’s specifications and standards. All supplies, materials 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.
3. Provide maintenance, repair/replace unserviceable parts, assemblies, subassemblies and components including tires; 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 vehicle.
4. Perform preventive maintenance services per vehicle based on the odometer reading as endorsed by NPC Administrative Services Division.
5. Responsible for repairs and replacement of defective parts after installation which falls under warranty.
6. 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.
7. The engine oil to be used is only of recognized and well reputed brand consistent with the conditions set forth in item 2.0 herein.
8. Shall ensure that there is always enough quantity kept in stock to serve all NPC motor vehicles during the duration of the contract.

**OBLIGATION OF NPC**

The Supply and Property Officer is the duly authorized NPC personnel to communicate with service provider and send Repair Request Form (ANNEX A) to estimate the cost of repairs and maintenance to be done, parts to be replaced and the cost of labor. The approved Repair Request Form shall serve as an authorization to execute the recommended repair.



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**DURATION OF CONTRACT:**

The service contract shall commence from the issuance of Work Order/Notice to Proceed 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.

**PAYMENT TERMS**

NPC shall pay the service provider upon receipt of Statement of Account (SOA) with Sales Invoice and the Service Report for the repair/services rendered and replacement of parts.

**MINIMUM REQUIREMENTS for the SERVICE PROVIDER:**

The service provider must be able to submit the following requirements:

1. Mayor's permit issued by the city or municipality where the principal place of business is located
2. PhilGEPS registration Number
3. Notarized Omnibus Sworn Statement

**SERVICE LEVEL AGREEMENT**

The Service Provider shall:

1. Ensure that its employees or service crew have the technical know-how and capability to do the job required by the 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.
2. Be an authorized dealer of Toyota vehicle and parts and shall provide warranties for all services performed.
3. Only provide genuine Toyota parts.
4. Provide maintenance services in line with the maintenance intervals prescribed by the manufacturer.
5. Provide services only upon receipt of authorized Repair Request Form from Authorized NPC representative herein mentioned under "Obligation of NPC".
6. Provide invoice for all services (spare parts and labor).



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7. Provide a focal person (authorized representative) for setting of schedules, request for quotations, copies of SOA, and other documents needed.
8. Submit SOA not more than 3 days after service rendered to facilitate processing of payment.

**APPROVED BUDGET FOR THE CONTRACT:**

Seven-hundred thousand (Php700,000.00) pesos inclusive of all applicable taxes.

Prepared by:

  
**MARIA DONABELLA A. TAVORA**  
Supervising Administrative Officer

Approved by:

  
**MARIA DELIA S. PRESQUITO**  
Chief, Administrative Services Division