



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH REPLACEMENT OF
PARTS AND ACCESSORIES

28 June 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH REPLACEMENT OF PARTS AND ACCESSORIES (APP 2022-0129)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 1 July 2022**.

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

1. Copy of the Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹;
4. Income/Business Tax Return of the preceding year; 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 or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

ATTY. MA. FRANCES AIRA SY
BAC Secretariat Head
National Privacy Commission

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

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a 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 (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

Ref No.: RFQ-2022-0129

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION
PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH REPLACEMENT OF
PARTS AND ACCESSORIES**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 860,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: <ol style="list-style-type: none"> 1. Scope of Work 2. Qualification of Service Provider 3. Contract Duration 			- _____ - _____ - _____
TOTAL						

Instruction to bidders (as applicable):

- 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" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be made when the Goods have been delivered in accordance with the signed contract/purchased order and instruction and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.
- VII. Payment shall be made upon Issuance of the Pre and Post-Inspection Report by the Inspection and Acceptance Committee and Certificate of Acceptance of output by the Chief, ASD.
- VIII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- IX. Delivery of service shall be from receipt of PO/NTP until 31 December 2022 or until exhaustion of funds.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH
REPLACEMENT OF PARTS AND ACCESSORIES
(APP Item No. 2022-0129)

I. 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.

II. OBJECTIVES

The NPC intends to engage the service provider duly authorized with the necessary expertise, experience, and capacity to maintain and repair and/or replace worn out parts/ accessories of the twelve (12) motor vehicles to ensure the following:

- To prolong the service life of the motor vehicles;
- To increase the safety of the drivers and passengers while on the road; and
- To prevent parts from breaking and larger issues that may arise which may cause road accidents.

III. SCOPE OF WORK

1. The service provider shall:

- a. Supply of labor, parts, tools, equipment, supplies, supervision and all other necessary services for the comprehensive/ preventive maintenance of NPC motor vehicles with the following details and current odometer reading:

Description	Conduction Sticker	Odometer Reading
1. Mitsubishi, L300	B7-C761	43,853 kms
2. Hyundai, Starex 2.5E	K0-V029	52,852 kms
3. Toyota Hi-Ace, Black	SAB 4184	89,965 kms

4.	Toyota Innova, Red Metallic	SAB 4183	26,660 kms
5.	Toyota Innova, Thermalyte	SAB 4186	92,949 kms
6.	Toyota Avanza, Silver Metallic	SAB 4189	42,365 kms
7.	Toyota Avanza, Black Metallic	SAB 4193	6,885 kms
8.	Toyota Avanza, Silver Metallic	SAB 4188	18,643 kms
9.	Toyota Avanza, Gray Metallic	SAB 4187	12,784 kms
10.	Toyota Avanza, Black Metallic	SAB 4191	6,146 kms
11.	Toyota Avanza, Champagne	SAB 4192	17,517 kms
12.	Toyota Avanza, Silver Metallic	SAB 4190	61,073 kms

- b. All supplies and materials shall be original, brand new 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 of the NPC prior to installation in the vehicle subject of repair.
- 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 vehicle.
- d. Perform preventive maintenance services per vehicle based on the odometer reading as endorsed by the Property Officer of the NPC Administrative Services Division.
- e. Responsible for repairs and replacement of defective parts after installation which falls under warranty.
- f. The provider 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 the manufacturer.
- g. The engine oil to be used is only of recognized and well reputed brand consistent with the conditions set forth herein

2. The service provider shall ensure that there is always enough quantity of parts and accessories in stock to serve all NPC motor vehicles during the duration of the contract.
3. The service provider shall be available from Monday to Saturday
4. The service provider shall designate its focal person (authorized representative) for setting of schedules, request for quotations, copies of SOA, and other documents needed.
5. The service provider shall submit SOA/invoice not more than three (3) days after the rendered services to facilitate processing of payment

IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have the following qualification:

1. PhilGEPS Registered
2. With updated Mayor's Permit; and
3. Income Tax Return
4. Additional Qualification:
 - Ensure that its employees or service crew have the technical know-how and capability to do the job required 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.
 - The service provider should be an authorized dealer of the motor vehicle brand and parts and shall provide warranties for all service performed including parts and accessories provided.
 - The service provider can provide genuine parts and maintenance services in line with the maintenance intervals prescribed by the manufacturer or in cases of emergency repair.
 - The service provider shall have its own garage/space to perform the maintenance/repair of vehicles.
 - The service provider shall also have its own towing services to provide in cases that the NPC vehicles breakdown or unable to move.
 - Preferably, the service provider is located or has shop/garage/space intended for repair and maintenance nearby or whose distance from the NPC Office, PICC Delegation Building, Pasay City, is within five (5) kilometers via usual/normal travel route.

V. CONTRACT DURATION

The engagement is in full effect until 31 December 2022 or until exhaustion of contract cost, which shall commence from the receipt of Purchase Order (PO) /Notice to Proceed (NTP).

VI. PAYMENT AND DELIVERY

Delivery of services shall be from receipt of PO/NTP until 31 December 2022 or until exhaustion of funds.

Reference No.: ADMIN-22-00404

NPC_BAC_SOW-S-V1.0, R0.0, 25 January 2022



Payment shall be made when the Goods have been delivered in accordance with the signed contract/purchase order and instructions and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.

Payment shall be made upon Issuance of Pre and Post-Inspection Report by the Inspection and Acceptance Committee and certificate of acceptance of output by the Chief, ASD.

VII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service and the mode of procurement shall be Alternative Mode through Negotiated Procurement- Small Value Procurement.


VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund: FY2022 Current Appropriations- General Appropriations Act of 2022 (APP Item No. : **2022-0129**)

Approved Budget for the Contract: Eight Hundred Sixty Thousand Pesos Only (Php 860,000.00).

Prepared by:


JOEL T. PAGTULINGAN JR.
Administrative Officer III (Property Officer), ASD

Sgd. 
KIMBERLY ANN M. MEDINA
Supervising Administrative Officer, ASD

Recommending Approval:


MARLON RUBEN N. FABRICANTE
Chief, ASD

Approved by:


ATTY. MANUEL C. SATUITO
Director IV, FAO

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling**

interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____