



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

13 May 2023

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 2023-0016)**. 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 **10:00 A.M., 19 May 2023**.

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

1. Copy of Valid and Current 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. Income Tax Return of the preceding year;
4. Notarized Omnibus Sworn Statement with applicable attachments¹; 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,

 Digitally signed by
Medalla Joan
Therese Caragay

JOAN THERESE C. MEDALLA
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.

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

Ref No.: BAC-23-00375

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

**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 700,000.00)		Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in every item</u>)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> Please refer to the "Scope of Work" for: 			
			1. Scope of Work <i>"See attached documents for the Description"</i>			
			2. Qualification of Service Provider <ul style="list-style-type: none"> The Service provider shall be within Pasay City or at most within 5-km distance from the NPC Office. <i>"See attached Scope of Work for the other Description"</i>			
			3. Contract Duration			
			4. Payment and Delivery Delivery of services shall be from receipt of he PO/NTP until 31 December 2023 or until exhaustion of funds.			
TOTAL						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. 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.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Payment shall be made when the Goods have been delivered in accordance with the signed contract/purchased order and instruction and upon issuances of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.
- VI. 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.
- VII. Delivery of service shall be from receipt of PO/NTP until 31 December 2023 or until exhaustion of funds.

VIII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

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. 2023-0016)

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	63,501 kms
2. Hyundai, Starex 2.5E	K0-V029	71,301 kms
3. Toyota Hi-Ace, Black	SAB 4184	112,405 kms
4. Toyota Innova, Red Metallic	SAB 4183	35,702 kms

5. Toyota Innova, Thermalyte	SAB 4186	108,200 kms
6. Toyota Avanza, Silver Metallic	SAB 4189	52,057 kms
7. Toyota Avanza, Black Metallic	SAB 4193	28,348 kms
8. Toyota Avanza, Silver Metallic	SAB 4188	26,047 kms
9. Toyota Avanza, Gray Metallic	SAB 4187	35,250 kms
10. Toyota Avanza, Black Metallic	SAB 4191	17,796 kms
11. Toyota Avanza, Champagne	SAB 4192	29,735 kms
12. Toyota Avanza, Silver Metallic	SAB 4190	64,405 kms

- b. 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 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 in item "b" 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 can provide genuine parts and maintenance services in line with the maintenance intervals prescribed by the manufacturer or in cases of emergency repair and shall provide warranties for all service performed including parts and accessories provided.
 - The service provider shall have its own garage/space that can accommodate all NPC vehicles to perform the maintenance/repair of vehicles.
 - The service provider shall also have its own 24/7 towing services to provide in cases that the NPC vehicles breakdown or unable to move.
 - The service provider shall be inclined with transactions involving GSIS in cases of insurance claims.
 - The service provider shall be within Pasay City or at most within 5-km distance from the NPC office.

V. CONTRACT DURATION

The engagement is in full effect on 1 May 2023 until 31 December 2023 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 2023 or until exhaustion of funds.

Payment shall be made when the Services have been delivered in accordance with the signed contract/purchase order and upon issuance of Pre and Post Inspection and Acceptance 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: NPC Annual Procurement Plan FY 2023
(APP Item No.: **2023-0016**)

Approved Budget
for the Contract: Seven Hundred Thousand Pesos Only (Php700,000.00)

Prepared by:



JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Recommending Approval:



MARLON RUBEN N. FABRICANTE
Chief, ASD

Approved by:



ATTY. MANUEL C. SATUITO
Director IV, FAO