



REQUEST FOR QUOTATION

PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH REPLACEMENT OF PARTS AND ACCESSORIES (APP Item No. 2024-0022)

27 February 2024

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 Item No. 2024-0022)**. 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 **05:00 PM., 04 March 2024**.

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:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

Digitally signed
by Mendoza Ma
Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA
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.

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

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 800,000.00)		Compliance (Manifest your compliance by writing <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 Service" for: 			
			<p>1. Scope of Work/Qualification/Specifications <i>"See attached Scope of Work Service for the description"</i></p> <p>2. Payment and Delivery Terms</p> <ul style="list-style-type: none"> • Delivery of services shall be from receipt of PO/NTP until 31 December 2024 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 schedule signing of Notice to Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME:

(Name of Supplier/Provider/Date)

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

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

SUBSCRIBED 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 _____



SCOPE OF WORK SERVICE

PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH REPLACEMENT OF PARTS AND ACCESSORIES (APP Item No. 2024-0022)

I. OVERVIEW

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. OBJECTIVE

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	Plate Number	Odometer Reading
1. Mitsubishi, L300	B7-C761	78,003 kms
2. Hyundai, Starex 2.5E	K0-V029	88,886 kms
3. Toyota Hi-Ace, Black	SAB 4184	127,425 kms
4. Toyota Innova, Red Metallic	SAB 4183	41,892 kms
5. Toyota Innova, Thermalyte	SAB 4186	122,986 kms
6. Toyota Avanza, Silver Metallic	SAB 4189	65,103 kms

7. Toyota Avanza, Black Metallic	SAB 4193	45,621 kms
8. Toyota Avanza, Silver Metallic	SAB 4188	33,570 kms
9. Toyota Avanza, Gray Metallic	SAB 4187	50,043 kms
10. Toyota Avanza, Black Metallic	SAB 4191	24,501 kms
11. Toyota Avanza, Champagne	SAB 4192	39,679 kms
12. Toyota Avanza, Silver Metallic	SAB 4190	73,345 kms

- b. Use/Install original and quality supplies and materials which conform to manufacturer's specifications and standards, 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, sub-assemblies, 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 every 10,000 kilometer per odometer reading or every six (6) months, whichever comes first, or as may be determined necessary per endorsement by the Property Officer of the NPC Administrative Services Division to ensure the roadworthiness of the vehicles in advancing to the safety of the passengers.
 - e. Be responsible for repairs and replacement of defective parts after installation which falls under warranty.
 - f. 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. Use recognized and well reputed brand engine oil consistent with the conditions set forth in item "b" herein.
2. The service provider shall ensure that there are readily available quality parts and accessories 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.
 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 within 5-km distance from the NPC office at PICC.

V. CONTRACT DURATION

The engagement is until 31 December 2024 or until exhaustion of contract cost, whichever comes first, 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 2024 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 2024
(APP Item No.: 2024-0022)

Approved Budget
for the Contract: Eight Hundred Thousand Pesos Only (Php800,000.00)

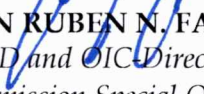
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Chief ASD and OIC Director IV, FAO
(per Privacy Commission Special Order No. 002 s. 2024)