

REQUEST FOR QUOTATION / PROPOSAL

Preventive Maintenance Services of Motor Vehicles of the Philippine Competition Commission for CY 2022

P.R. No./Date Received: 2022-03-0049 / 04 March 2022

RFQ/P No. / Date: 2022-04-0056 / 01 April 2022

The Philippine Competition Commission invites all eligible suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- **Mayor's/Business Permit**
- **PhilGEPS Registration Number**
- **Notarized Omnibus Sworn Statement (may be submitted prior to issuance of NOA)**
- **Signed Terms of Reference**

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to nppitallano@phcc.gov.ph or procurement@phcc.gov.ph on or before **08 April 2022, 12:00 NN** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the supplier)	
			Preventive Maintenance Services of Motor Vehicles of the Philippine Competition Commission for CY 2022		
1	6	₱ 133,000.00	2016 Honda Mobilio (A/T)		
2	5	₱ 160,000.00	2017 Nissan Urvan NV350 (M/T)		
3	5	₱ 154,000.00	2017 Toyota Altis (A/T)		
			Requirements indicated in the attached Terms of Reference		
Total ABC		₱ 447,000.00		TOTAL Amount	
Instructions:			See attached Terms of Reference		

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



Signature: 

Email: rroira@phcc.gov.ph

TERMS OF REFERENCE

Preventive Maintenance Services of Motor Vehicles of the Philippine Competition Commission for C.Y. 2022

I. BACKGROUND

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement Republic Act No. (RA) 10667, otherwise known as the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions. The PCA aims to enhance market competition for the benefit of both consumers and businesses. In order to effectively carry out the mandated functions, operational and administrative requirements of PCC, the use and availability of official PCC motor vehicles is essential.

As such, to ensure accountable and judicious use, proper upkeep, maintenance, and timely repair of said vehicles, the Procuring Entity intends to engage a Service Provider for Preventive Maintenance Services of Motor Vehicles of the Philippine Competition Commission, including the supply and installation of spare parts (the “Project”).

II. LIST OF MOTOR VEHICLES

LOT	TYPOLGY
1	Six (6) 2016 Honda Mobilio (A/T)
2	Five (5) 2017 Nissan Urvan NV350 (M/T)
3	Five (5) 2017 Toyota Altis (A/T)

III. CONTRACT DURATION

The Project shall have a covering period reckoned from the date of execution of the Job Order (Contract), and shall be in force until 31 December 2022.

IV. APPROVED BUDGET FOR THE CONTRACT

LOT	TYOLOGY	ABC
1	Six (6) 2016 Honda Mobilio (A/T)	Php 133,000.00
2	Five (5) 2017 Nissan Urvan NV350 (M/T)	Php 160,000.00
3	Five (5) 2017 Toyota Altis (A/T)	Php 154,000.00

V. SCOPE OF SERVICES

1. Provide job estimate/checklist report prior to commencement of the Periodic Maintenance Services (“PMS”) or repair works subject to the approval of the authorized representative/s of the PCC Administrative Office - General Services Division (“End-user”);
2. Perform the services¹ prescribed below:

Lot 1 - Six (6) 2016 Honda Mobilio (A/T)	Lot 2 – Five (5) 2017 Nissan Urvan NV350 (M/T)	Lot 3 – Five (5) 2017 Toyota Corolla Altis (A/T)
<p><i>Engine</i></p> <ol style="list-style-type: none"> 1) Inspect engine system and its components 2) Check transmission system 3) Check oil and fluid levels 4) Replace/maintain levels of other oils and filters as needed 5) Replace engine oil 6) Replace engine oil filter 7) Provide engine wash 8) Top-up all fluids 9) Replace strainer fuel 10) Replace fuel filter 11) Replace gasket drain 12) Clean air filter 13) Replace air cleaner element 14) Replace serpentine belt 15) Replace drain plug washer 16) Provide engine tune-up 17) Provide engine flush <p><i>Requirement: Fully Synthetic Engine Oil</i></p> <p><i>Airconditioning System</i></p> <ol style="list-style-type: none"> 18) Inspect air conditioning system and its components 19) Replace A/C Filter (Dust & Pollen) 20) Provide aircon antiseptic 	<p><i>Engine</i></p> <ol style="list-style-type: none"> 1) Inspect engine system and its components 2) Check transmission system 3) Check oil and fluid levels 4) Replace/maintain levels of other oils and filters as needed 5) Replace engine oil 6) Replace engine oil filter 7) Provide engine wash 8) Top-up all fluids 9) Replace strainer fuel 10) Replace fuel filter 11) Replace gasket drain 12) Clean air filter 13) Replace air cleaner element 14) Replace serpentine belt 15) Replace drain plug washer 16) Provide engine tune-up 17) Provide engine flush <p><i>Requirement: Fully Synthetic Engine Oil</i></p> <p><i>Airconditioning System</i></p> <ol style="list-style-type: none"> 18) Inspect air conditioning system and its components 19) Replace A/C Filter (Dust & Pollen) 20) Provide aircon antiseptic 	<p><i>Engine</i></p> <ol style="list-style-type: none"> 1) Inspect engine system and its components 2) Check transmission system 3) Check oil and fluid levels 4) Replace/maintain levels of other oils and filters as needed 5) Replace engine oil 6) Replace engine oil filter 7) Provide engine wash 8) Top-up all fluids 9) Replace strainer fuel 10) Replace fuel filter 11) Replace gasket drain 12) Clean air filter 13) Replace air cleaner element 14) Replace serpentine belt 15) Replace drain plug washer 16) Provide engine tune-up 17) Provide engine flush <p><i>Requirement: Fully Synthetic Engine Oil</i></p> <p><i>Airconditioning System</i></p> <ol style="list-style-type: none"> 18) Inspect air conditioning system and its components 19) Replace A/C Filter (Dust & Pollen) 20) Provide aircon antiseptic

¹ Note: Based from last PMS, whichever comes first

<p><i>Brake System</i></p> <p>21) Inspect brake system and its components</p> <p>22) Check all components of brake system</p> <p>23) Replace brake fluid</p> <p>24) Provide brake cleaner</p> <p>25) Provide brake stop squeal</p> <p><i>Suspension, Wheels and Tires</i></p> <p>26) Check all components of suspension system</p> <p>27) Check tire pressure and wheel condition (including spare tire)</p> <p>28) Provide nitrogen tire pressure</p> <p><i>Others</i></p> <p>29) Lubricate all door hinges and windows</p> <p>30) Provide interior and exterior cleaning / car wash</p> <p>31) Provide gas injector cleaner</p> <p>32) Provide necessary tools and materials to complete the work</p> <p>33) Provide fuel drier</p> <p>34) Check battery condition</p> <p>35) Adjust/replace parts and components as needed</p> <p>36) Provide oil conditioner</p>	<p><i>Brake System</i></p> <p>21) Inspect brake system and its components</p> <p>22) Check all components of brake system</p> <p>23) Replace brake fluid</p> <p>24) Provide brake cleaner</p> <p>25) Provide brake stop squeal</p> <p><i>Suspension, Wheels and Tires</i></p> <p>26) Check all components of suspension system</p> <p>27) Check tire pressure and wheel condition (including spare tire)</p> <p>28) Provide nitrogen tire pressure</p> <p><i>Others</i></p> <p>29) Lubricate all door hinges and windows</p> <p>30) Provide interior and exterior cleaning / car wash</p> <p>31) Provide gas injector cleaner</p> <p>32) Provide necessary tools and materials to complete the work</p> <p>33) Provide fuel drier</p> <p>34) Check battery condition</p> <p>35) Adjust/replace parts and components as needed</p> <p>36) Provide oil conditioner</p>	<p><i>Brake System</i></p> <p>21) Inspect brake system and its components</p> <p>22) Check all components of brake system</p> <p>23) Replace brake fluid</p> <p>24) Provide brake cleaner</p> <p>25) Provide brake stop squeal</p> <p><i>Suspension, Wheels and Tires</i></p> <p>26) Check all components of suspension system</p> <p>27) Check tire pressure and wheel condition (including spare tire)</p> <p>28) Provide nitrogen tire pressure</p> <p><i>Others</i></p> <p>29) Lubricate all door hinges and windows</p> <p>30) Provide interior and exterior cleaning / car wash</p> <p>31) Provide gas injector cleaner</p> <p>32) Provide necessary tools and materials to complete the work</p> <p>33) Provide fuel drier</p> <p>34) Check battery condition</p> <p>35) Adjust/replace parts and components as needed</p> <p>36) Provide oil conditioner</p>
---	---	---

3. Provide recommendation and post-inspection report after every PMS and repair works done by the Service Provider in preparation for the next schedule.

VI. SCHEDULE OF REQUIREMENTS

Lot 1 - Six (6) 2016 Honda Mobilio (A/T)		
No.	Plate / Conduction Sticker No.	Schedule
1	ABP 1059	First Semester: PMS will commence within seven calendar days after acceptance of Award
2	ABP 1061	
3	DV 1029	
4	DV 3238	Second Semester: PMS will be conducted after 6 months or the next 10,000 kms from the date of the
5	DV 3244	

6	DV 3645	completion of the 1 st Semester PMS whichever comes first
----------	----------------	--

Lot 2 – Five (5) 2017 Nissan Urvan NV350 (M/T)		
No.	Plate / Conduction Sticker No.	Schedule
1	ABP 1057	First Semester: PMS will commence within seven calendar days after acceptance of Award Second Semester: PMS will be conducted after 6 months or the next 10,000 kms from the date of the completion of the 1 st Semester PMS whichever comes first
2	ABP 1058	
3	OX 3068	
4	OX 3227	
5	OX 3232	

Lot 3 – Five (5) 2017 Toyota Corolla Altis (A/T)		
No.	Plate / Conduction Sticker No.	Schedule
1	ABP 1062	First Semester: PMS will commence within seven calendar days after acceptance of Award Second Semester: PMS will be conducted after 6 months or the next 10,000 kms from the date of the completion of the 1 st Semester PMS whichever comes first
2	ABP 1063	
3	ABP 1064	
4	ABP 1065	
5	ABP 1066	

VII. QUALIFICATIONS AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. The Service Provider must have service centers located within **Quezon City**.
2. At least one (1) Service Advisor or one (1) Sales Advisor must be available as the need arises to attend to the concerns of PCC.
3. The Service Centers shall be available during weekdays (Monday to Friday 8:00 AM to 5:00 PM) and weekends if necessary (Saturday 8:00 AM to 5:00 PM and Sunday 8:00 AM to 12:00 NN)
4. Ensure availability of necessary spare parts, materials, tools, manpower and equipment to carry out the required PMS works.
5. Ensure safety and safekeeping of PCC motor vehicles during PMS at the Service Center.
6. Maintain strict control of all accountable documents. This includes logs and registers required by PCC. These documents will be made available to PCC upon request. Each vehicle should have a file and history records.
7. The Service Provider shall supply and install genuine service parts and materials conforming to the standards for the specific motor vehicle and always ensure availability of said items.
8. The Service Provider shall only use fully synthetic engine oil or recommended

standard engine oil as prescribed by the manufacturer.

9. The Service Provider shall ensure the recommended level of all fluids and lubricants replenishment fluids / lubricants (e.g., engine oils, transmission, brake and hydraulic fluids, gear lubricants, and radiator coolants) that meet the standards set forth by the authorized dealer for the motor vehicle.
10. Original Equipment Manufacturer commercially purchased or built parts may be used if the parts match or exceed that of its equivalent genuine spare parts after receiving approval from an authorized representative PCC through its General Services Division.
11. Provide service billing/billing statement/Statement Of Account (“SOA”) indicating guaranty/warranty cover and Official Receipt for every PMS accomplished by the Service Provider.
12. In case of services not covered by this Section, separate sales/service invoice, billing statement and/or SOA and Official Receipt shall be issued by the Service Provider to facilitate payment. Provide recommendation and post-inspection report after every PMS and repair works done by the Service Provider which will serve as basis for the next schedule.

VIII. RESPONSIBILITIES OF THE PROCURING ENTITY

1. The Procuring Entity shall bring the PCC motor vehicles to the participating service centers to avail of the PMS or repair works.
2. The Procuring Entity shall receive the sales/service invoices and/or billing statements/SOAs upon completion of every PMS or repair works.
3. The Procuring Entity through the End-user shall issue a Certificate of Satisfactory Services Rendered for every sales/service invoice and/or billing statements/SOAs issued by the Service Provider.
4. The End-user representative/s shall receive the old/replaced parts and components from the Service Provider for proper waste disposal.

IX. PAYMENT SCHEME

The Service Provider shall submit the following for every PMS or repair works done:

- a. Pre-inspection vehicle checklist;
- b. Sales/service invoice and/or billing statements/SOA; and
- c. Post-inspection report including recommendations.

The Procuring Entity shall pay the Service Provider within fifteen (15) calendar days upon receipt of the SOA and issuance of a Certificate of Satisfactory Service Rendered by the End-user. Payment shall be released within PCC premises.

X. LIQUIDATED DAMAGES

If the Service Provider fails to deliver any or all of the goods and/or to perform the services within the period specified in Section IV of this TOR, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay, provided that the maximum deduction shall be ten percent

(10%) of the total amount of the contract. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies available to it.

XI. DISPUTE RESOLUTION

- A. Should any dispute related to these terms and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.
- B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and
- C. Any amendment or additional terms and conditions must be in writing, signed and acknowledged by the Parties.

XII. WARRANTY

The Service Provider shall provide six (6) months warranty on all materials, parts and components of the Project against any defects and perform the services as listed in Section V and VI of this TOR in accordance with best industry practices and standards. This warranty shall include replacement of materials, parts and components inclusive of all applicable fees and charges at no additional costs to PCC. The warranty period shall commence upon approval and acceptance of the Warranty Security by the Parties.

Approved by:



JESON Q. DE LA TORRE
Director IV, Administrative Office



CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date