



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION  
PREVENTIVE MAINTENANCE FOR NON-TOYOTA VEHICLES WITH  
REPLACEMENT OF PARTS AND ACCESSORIES

29 September 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to engage services for its **PREVENTIVE MAINTENANCE FOR NON-TOYOTA VEHICLES WITH REPLACEMENT OF PARTS AND ACCESSORIES (APP Item No. 2021-0158)**.

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., 05 October 2021**.


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

1. Certified true copy of the 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. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>;
4. 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 Manila 1307

**Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

 Digitally signed  
by Tana-Caguia  
Krishna Aira  
Angeles

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head  
[bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph)

<sup>1</sup> **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-2021-0158

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION  
PREVENTIVE MAINTENANCE FOR NON-TOYOTA VEHICLES WITH  
REPLACEMENT OF PARTS AND ACCESSORIES**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 150,000.00)		Compliance (Manifest your compliance by <u>writing</u> <b>"COMPLY" in EVERY item</b> )
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Technical Requirements/ Specifications for Service Provider</li> <li>2. Payment and Delivery</li> </ol> </li> </ul>			- _____  - _____
<b>TOTAL</b>						

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" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Submit the certified true copy and the original, as applicable, of the eligibility requirements together with the signed Quotation and present the original Mayor's or Business Permit 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 through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

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

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

PREVENTIVE MAINTENANCE FOR NON-TOYOTA VEHICLES  
WITH REPLACEMENT OF PARTS AND ACCESSORIES

I. BACKGROUND

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

II. OBJECTIVES

The NPC will engage a service provider duly authorized with the necessary expertise, experience and capacity to maintain and repair and/or replace worn out parts/ accessories of the two (2) non-Toyota 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 from arising which may cause road accidents.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS FOR SERVICE PROVIDER

1. Service provision shall include the following:

- a. Supply labor, parts, tools, equipment and all other supplies and services needed for the comprehensive/ preventive maintenance of NPC motor vehicles:

Description	Conduction Sticker	Odometer Reading <i>as of September 10,2021</i>
Mitsubishi, L300	B7-C761	38,537kms
Hyundai, Starex 2.5E	K0-V029	32,103kms

- b. Ensure that all supplies and materials needed are original and quality that conform to manufacturer's specifications and standards.

- 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 vehicles.
- d. Perform preventive maintenance services per vehicle based on the current odometer reading as endorsed by the NPC Administrative Services Division.
- e. Provide after service sales which falls under warranty on the repair and replacement of defective parts after installation.
- f. Ensure replenishment of all fluids, oil and lubricants such as 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. Ensure that the needed engine oil is only of recognized and well reputed brand consistent with the conditions set forth in item 2.0 herein.
- h. Indicate in the service report the *estimated service life* of the replaced parts/accessories and its next maintenance/replacement schedule.
- i. Ensure the availability of stocks to serve all NPC motor vehicles on the duration of the contract.

2. Minimum qualifications and requirements:

- a. Employees or service crew must have the technical know-how, capability or expertise to do the job required for the repairs and maintenance of service vehicles.
- b. The accountability will be transferred to the Service Provider on the duration of the repair or while the NPC service vehicles is in their possession.
- c. The service provider must be an authorized dealer of the NPC motor vehicle brands and parts.
- d. The service provider shall provide warranties for all services performed.
- e. The service provider shall only provide or supply genuine parts.
- f. The service provider must provide preventive maintenance services in line with the maintenance intervals prescribed by the manufacturer.
- g. The service provider shall perform services only upon receipt of approved/authorized (Vehicle Repair Request Form) VRRF from authorized NPC representative.
- h. The service provider shall submit documents to NPC ASD in relation to inspection, quotation and invoices for all services rendered.
- i. The service provider shall provide focal person (authorized representative) for purposes of setting PMS schedules, requesting quotations, securing copies of Statement of Account (SOA) or billing, and other related documents needed.

- j. The service provider shall submit SOA or billing three (3) days after the services are rendered to facilitate the processing of payment.
3. All supplies, materials, and equipment used in the performance of work described herein are subject to inspection and acceptance of the NPC.
4. All waste materials shall be submitted/returned to NPC for documentation and accounting purposes.
5. The Property Officer of the NPC is the only duly authorized personnel to communicate with the service provider by sending VRRF to check the cost estimates of repairs and maintenance to be done, parts to be replaced and the labor. The approved VRRF shall serve as an authorization to execute the recommended repair.

#### **IV. PAYMENT AND DELIVERY**

1. The service contract shall commence **from the issuance of Notice to Proceed until 28 February 2022 or upon exhaustion of funds, whichever comes first.**
2. Preventive maintenance shall be rendered every 5,000 kms odometer reading from last maintenance service or every three months, whichever comes first while repairs/ parts replacement shall be rendered as needed.
3. The NPC shall pay the service provider upon receipt of the following:
  - Statement of Account (SOA) with Sale Invoice
  - Service Report for the repair/services rendered and replacement of parts.

#### **V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

General Appropriations Act FY 2021 (RA11518) under APP Item No. 2021-0158 with ABC of One hundred fifty thousand (php150,000.00) pesos inclusive of all applicable taxes.

Prepared by:

SGD.

**JOEL T. PAGTULINGAN JR.**  
Administrative Officer III, ASD

Recommending Approval by:

SGD.

**MARILOU C. LEELIAN**  
OIC-Chief, ASD

Approved by:

Reference No.: ADMIN-21-00771

NPC\_DIT\_TOR-V1.0, R0.0, 05 May 2021

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5<sup>th</sup> 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](mailto:info@privacy.gov.ph) Tel No. 8234-2228

SGD.  
**ATTY. MANUEL C. SATUITO**  
Director IV, FAO

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

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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.: \_\_\_\_\_

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Series of 20\_\_\_\_\_