



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION
No. 22-058

The **Department of Budget and Management (DBM)** through its **Administrative Service (AS)**, intends to procure "**Maintenance Services for Official Motor Vehicles**" for FY 2022 in accordance with Section 53.9 (Negotiated Procurement– Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Nine Hundred Thousand Pesos (P900,000.00)**. The period for the performance of the obligations shall not go beyond the validity of the appropriations for this Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** SEP 08 2022 **2:00 PM.** at the AS – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your Latest **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement² (GPPB-prescribed forms)**, **Income/Business Tax Return³ (for ABC's above Php 500k)** will also be required to be submitted *prior to award*.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **mdavid@dbm.gov.ph**.

AARON ALBERTO A. ESCALONA
Chief Administrative Officer, AS-PMD

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³ Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A	<u>Maintenance Services for Official Motor Vehicles</u> I. Scope of Work - (see attached Annex "A" [Detailed Technical Specifications], item 3.0) II. General Conditions - (see attached Annex "A" [Detailed Technical Specifications], item 4.0)	1 lot			

	III. Warranties of the Service Provider - (see attached Annex "A" [Detailed Technical Specifications], item 5.0) IV. Terms of Payment - (see attached Annex "A" [Detailed Technical Specifications], item 6.0)				
TOTAL COST:					

**The above quoted prices are inclusive of all costs and applicable taxes.*



Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

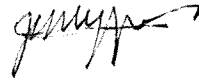
Email address/es

SCHEDULE OF REQUIREMENTS

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Total Quantity	Delivery
1	Maintenance Services for Official Motor Vehicles , as detailed in item 3.0 of Annex "A" (Detailed Technical Specifications) of Section VII. Technical Specifications.	1 lot	Maintenance Services for Twelve (12) Months Performance of the obligations for this Project, in accordance with the 2022 Periodic Maintenance Plan for DBM Central Office Motor Vehicles, shall commence within Three (3) calendar days from receipt of the Notice to Proceed.

** The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.*



I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

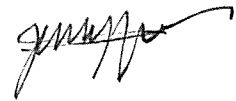
Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

<u>FINANCIAL OFFER:</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Nine Hundred Thousand Pesos (P900,000.00)	In words:
	In figures:



<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:
 - a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of award and acceptance; and
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Detailed Technical Specifications

1.0 Project Title

Maintenance Services for Official Motor Vehicles

2.0 Objective

To procure a competent and technically capable service provider for the provision of a comprehensive range of automotive maintenance services, whether preventive or corrective in nature, including the necessary and/or replacement spare parts, as well as costs of labor, diagnosis and check-up and other related service fees, for the various motor vehicles of the DBM Central Office.

3.0 Scope of Work

- 3.1 The Service Provider shall provide a comprehensive range of automotive maintenance services for the twenty-five (25) vehicles of the DBM Central Office, as listed in Annex "B".

The quantity stated in Annex B is indicative and for bidding purposes only. The DBM-Administrative Service (AS) shall provide the actual units, list of parts/supplies, and brands/types of vehicles for maintenance, as scheduled or as needed, during contract implementation.

- 3.2 The scope of automotive maintenance services shall include, but are not limited to the following:

Automotive Maintenance Services	
A.	Oil (fully synthetic)
	Oil filter
	Engine flushing
	Drain plug washer
	Air filter
	Fuel filter 1
	Fuel filter 2
	Spark plugs
	Gear oil (replacement)
	Differential oil (replacement)
	Automatic transmission fluid (ATF)
	Brake fluid (replacement)
	Coolant (replacement)
	B.
Alternator pulley	
Serpentine belt	
Timing belt component	
Battery	
Auxiliary fan motor	
EGR and Intake/Exhaust Manifold Cleaning	
C.	Aircon

	Aircon system cleaning, leak test, freon, capilla oil and flushing system
	Cabin Filter
	Receiver drier
	Expansion valve front
	Expansion valve rear
	Coiling coil front
	Coiling coil rear
	Condenser
	Compressor
D.	Under chassis
	Shock absorber front
	Shock absorber rear
	Tie rod
	Rack end
	Ball joint
	Wheel hub bearing
E.	Brake system
	Brake pad
	Brake Shoe
	Rotor disc
F.	Clutch component
	Clutch disc
	Pressure plate
	Release bearing
	Pilot bearing
	Primary clutch master cylinder
	Secondary cylinder
G.	Others/Miscellaneous Parts or Services
	Wiper front 1
	Wiper front 2
	Wiper rear
	Tires
	Head light bulb
	Brake light bulb
	Park light bulb
	Wheel alignment and balancing
	Camber
H.	Other services
	Diagnose/check-up

3.3 The Service Provider shall commence performance of its obligations under the contract within three (3) calendar days from receipt of the Notice to Proceed.

3.4 The schedule of maintenance services of the motor vehicles shall be in accordance with the:

3.4.1 2022 Periodic Maintenance Plan for DBM Central Office Motor Vehicles, copy of which shall be provided to the service provider; or

3.4.2 As may be necessary, such as in the case of emergency and/or urgent repairs or back jobs/rectification works.

4.0 General Conditions

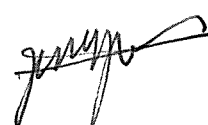
- 4.1 The Service Provider shall ensure full availability of its services and necessary parts, as well as sufficient and competent manpower and the necessary facilities, equipment and tools to timely and satisfactorily perform the essential automotive services, in accordance with the Periodic Maintenance Plan. In case of emergency or urgent repairs outside of the Periodic Maintenance Plan, the duration of actual maintenance service shall be performed within the agreed upon period by the parties in consideration of the nature and complexity of the service.
- 4.2 The Service Provider shall proceed with actual works or services upon confirmation by the AS.
- 4.3 The Service Provider's service center/s should be located in Metro Manila. The AS, through the AS-GSD, reserves the right to visit and inspect the said service center/s.
- 4.4 The Service Provider shall properly collect, inventory, and turn over vehicle parts and materials that have been replaced in the course of the maintenance services, regardless of condition, to the AS.

5.0 Warranties of the Service Provider

- 5.1 The Service Provider warrants against workmanship defects and that services shall be performed with technical competence, skill, and due care.
- 5.2 The Service Provider warrants that replacement parts, tools, and materials to be used for the automotive service shall be appropriate to the type and model of the vehicle/s.
- 5.3 The Service Provider warrants that the vehicle/s under the maintenance service, shall be safe and secure while in the custody of the contractor.
- 5.4 The service warranty period of the automotive maintenance services shall not be less than 90 days from the performance of the services by the Service Provider. While service warranty period for the product installed shall not be less than 180 days from the date of installation, in case of product defects and/or malfunction.
- 5.5 The service warranty period shall commence upon issuance of the certificate of acceptance by the AS.

6.0 Terms of Payment

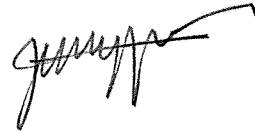
- 6.1 Payment shall be on a monthly basis based on actual maintenance services rendered during the applicable month. This shall cover the first day up to the last day of the applicable month.
- 6.2 Payment shall be made, subject to the submission of the following documentary requirements to the AS within five (5) working days after



the applicable month/cut-off and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:

- 6.2.1 Monthly statement of account/invoice, detailed list and/or summary of individual transactions, service confirmation records, delivery receipt, billing documents; and
- 6.2.2 Certificate of Acceptance issued by the AS Director or, in the absence thereof, the Chief Administrative Officer of the AS-General Services Division.

Printed official receipt for the applicable month shall be submitted to the AS not later than three (3) working days upon crediting of payment.

A handwritten signature in black ink, appearing to be "J. M. [unclear]", located in the lower right quadrant of the page.

ANNEX "B"**List of DBM Central Office Official Motor Vehicles**

No.	Brand	Model	Transmission	Fuel	Year	Plate Number
1	Toyota	Innova	Manual	Diesel	2013	LHK 604
2			Manual	Diesel	2014	ABE 1007
3			Manual	Diesel	2014	ABE 1020
4			Manual	Diesel	2014	ABE 1012
5			Manual	Diesel	2014	ABE 1006
6			Manual	Diesel	2014	ABE 1017
7			Manual	Diesel	2014	ABE 1015
8			Manual	Diesel	2016	ABE 1158
9			Manual	Diesel	2016	ABE 1156
10			Automatic	Diesel	2017	ABP 1014
11			Automatic	Gas	2018	ABP 1162
12		Hi-Ace	Manual	Diesel	2017	ABP 1013
13		Hi-Ace LXV	Automatic	Diesel	2017	SAB 2284
14		Avanza	Manual	Gas	2018	ABP 1161
15			Manual	Gas	2018	SAA 1144
16	Nissan	NV 350	Manual	Diesel	2017	SAA 1139
17			Manual	Diesel	2017	SAA 1138
18			Manual	Diesel	2017	SAA 1140
19			Manual	Diesel	2017	SAA 1135
20			Manual	Diesel	2017	SAA 1132
21			Manual	Diesel	2017	SAA 1137
22			Manual	Diesel	2017	SAA 1134
23	Mitsubishi	Montero	Automatic	Diesel	2014	ABE 1023
24	Hyundai	Grand Starex	Automatic	Diesel	2019	KOZ 631
25	Honda	CRV	Automatic	Gas	2011	ABP 1004

