



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 23-053

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Maintenance of Motor Vehicles**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than August 10, 2023, 2:00 PM** at the Administrative Service – 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 2023 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement² (GPPB-prescribed forms), Income/ Business Tax Return³ (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.⁴

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

¹In 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.

²In 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.

³Manually filed tax returns or filed through the EFPS

⁴Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.

- (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 the 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 (STATE "Comply") | Unit Cost (VAT Inclusive) | Total Cost (VAT Inclusive) |
|------|---|----------------|---|---------------------------|----------------------------|
| A | Maintenance of Motor Vehicles <ul style="list-style-type: none"> - Objective - Scope of Work - General Conditions - Warranties of the Service Provider - Terms of Payment <i>(in accordance with the Detailed Technical Specifications "Annex C and D")</i> | 1 lot | | | |

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

| SCHEDULE OF REQUIREMENTS | | Bidder's Statement of Compliance (STATE "Comply") |
|---------------------------------|---|--|
| A | Maintenance of Motor Vehicles <ul style="list-style-type: none"> ➤ The Service Provider shall commence the performance of its obligations under the contract within three (3) calendar days from its authorized representative's receipt of the Notice to Proceed (NTP) ➤ The schedule of maintenance services of the motor vehicles shall be in accordance with: <ul style="list-style-type: none"> ● The 2023 Periodic Maintenance Plan for DBM Central Office Motor Vehicles, a copy of which shall be provided to the contractor; and ● As deemed necessary, such as in the case of emergency and/or urgent repairs or back jobs/rectification works. | |

| FINANCIAL OFFER | |
|--|---|
| Approved Budget for the Contract | Total Offered Quotation |
| Nine Hundred Ninety Thousand Pesos (Php 990,000.00) | <p style="text-align: center;">In words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> |

Payment Details:

| | |
|------------------------------|---|
| <u>Payment Terms:</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, subject to other payment terms as prescribed in this RFQ. |
| 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 the 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 the 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. 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, subject to other payment terms as prescribed in this RFQ.
12. 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.

13. 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. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) The 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;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

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 DBM Official Motor Vehicles

2.0 Objective

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

3.0 Scope of Work

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

The quantity of the units reflected in Annex "D" is indicative and for bidding purposes only. Actual unit/s, list of parts/supplies, and brands, as well as schedule shall be provided by the DBM Administrative Service (AS) during contract implementation. In such case, a corresponding adjustment in the actual amount payable shall be applicable, as may be warranted.

3.2 The scope of automotive maintenance services shall include but 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. Under hood |
| 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 the performance of its obligations under the contract within three (3) calendar days from its authorized representative's receipt of the Notice to Proceed (NTP).
- 3.4 The schedule of maintenance services of the motor vehicles shall be in accordance with:
 - 3.4.1 The 2023 Periodic Maintenance Plan for DBM Central Office Motor Vehicles, copy of which shall be provided to the contractor; and
 - 3.4.2 As deemed necessary, such as in the case of emergency and/or urgent repairs or back jobs/rectification works.

4. General Conditions

- 4.1 The Service Provider shall ensure full availability of its services and the corresponding necessary parts, and of sufficient and competent manpower 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 period agreed upon by the parties with due consideration of the nature and complexity of the service.
- 4.2 The Service Provider should have its own gated garage, equipments such as hydraulic lifter, special tools (pullers, circlip pliers, code reader and scan tools), and aircon system gauges, among others. The AS shall conduct an inspection of the shop as part of the post-qualification requirements, before the performance of the service provider's obligations.
- 4.3 The Service Provider shall proceed with actual works or services upon confirmation by the AS.
- 4.4 The Service Provider must have a service center located within Metro Manila.
- 4.5 The Service Provider shall properly collect, make an inventory of, and turn over to the AS, the vehicle parts and materials that have been replaced in the course of the maintenance services, regardless of condition thereof.
- 4.6 The Service Provider should be able to accomodate atleast two (2) simultaneous repairs of motor vehicle.

5. Warranties of the Service Provider

- 5.1 The Service Provider shall warrant that the required services shall be performed with technical competence, skill, and due care; and shall accordingly also warrant against workmanship defects.
- 5.2 The Service Provider shall warrant that the 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 shall warrant the safety and security of the vehicle/s under maintenance service while in its custody. The Service Provider shall repair/replace/cover any damage to the vehicle while in its custody, at no additional cost to the DBM.
- 5.4 The service warranty period of the automotive maintenance services shall not be less than ninety (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 one hundred eighty (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/acceptance report by the AS.

6. Terms of Payment

- 6.1 Payment shall be on a monthly schedule; the computation of which shall be based on actual maintenance services rendered during the applicable month, i.e. from the first day up to the last day thereof.
- 6.2 Payment shall be subject to the submission to the AS of the following documentary requirements; and in accordance with existing auditing laws, rules, and regulations:

| Requirements | Period of Submission |
|---|---|
| <ul style="list-style-type: none"> a. Detailed list or summary of individual transactions or individual invoice b. Furnished service confirmation records c. Return of waste materials d. Delivery receipt (for goods/parts) e. Monthly billing documents/statement of account | Not later than five (5) working days after the applicable month/cut-off |
| <ul style="list-style-type: none"> a. Printed official receipt for the previous month's payment/transactions | Not later than three (3) working days upon crediting of payment |

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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 |
| 8 | | | Manual | Diesel | 2016 | ABP 1156 |
| 9 | | | Manual | Diesel | 2016 | ABP 1158 |
| 10 | | | Automatic | Diesel | 2017 | ABP 1014 |
| 11 | | | Automatic | Gasoline | 2014 | ABE 1162 |
| 12 | | | Hi-Ace | Manual | Diesel | 2017 |
| 13 | | Prius Hybrid | Automatic | Gasoline | 2017 | ABE 1299 |
| 14 | | Hi-Ace LXV | Automatic | Diesel | 2019 | NFX 1143 |
| 15 | | Avanza | Manual | Gasoline | 2018 | ABP 1161 |
| 16 | | | Manual | Gasoline | 2018 | SAA 1144 |
| 17 | | Nissan | NV350 | Manual | Diesel | 2017 |
| 18 | Manual | | | Diesel | 2017 | SAA 1135 |
| 19 | Manual | | | Diesel | 2017 | SAA 1134 |
| 20 | Manual | | | Diesel | 2017 | SAA 1137 |
| 21 | Manual | | | Diesel | 2017 | SAA 1132 |
| 22 | Manual | | | Diesel | 2017 | SAA 1138 |
| 23 | Manual | | | Diesel | 2017 | SAA 1139 |
| 24 | Honda | CRV | Automatic | Gas | 2011 | ABP 1004 |
| 25 | Hyundai | Grand Starex | Automatic | Diesel | 2019 | KO Z631 |

| | Particulars | Toyota Innova (M/T) (Diesel) A | Toyota Innova (A/T) (Diesel) B | Toyota Innova 2014 (A/T) (gas) C | Toyota Avanza D | Toyota Prius E | Toyota Hi-Ace F | Nissan NV 350 G | Honda CRV (A/T) I | Hyundai Grand Starex (A/T) J |
|------------|---|---|---|---|--------------------------------|-------------------------------|--------------------------------|------------------------------------|--------------------------------------|---|
| I. | Package Price for all components of the Motor Vehicles Maintenance Services <i>(Exclusive of Labor Cost as indicated in Annex "C" [Detailed Technical Specifications], item 3.0)</i> | | | | | | | | | |
| II | Labor Cost for all of the Motor Vehicles Maintenance Services, including diagnosis fee <i>(as indicated in Annex "C" [Detailed Technical Specifications], item 3.0)</i> <i>(Item 1 + Item 2 + Item 3 + Item 4 + Item 5 + Item 6 + Item 7)</i> | | | | | | | | | |
| III | Total (Item I + Item II) | | | | | | | | | |
| IV | Grand Total [Item (a) + Item (b) + Item (c) + Item (d) + Item (e) + Item (f) + Item (g) + Item (h)) + Item (i) + Item (j) | | | | | | | | | |

Note: The quantity stated herein 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.

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| | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | Wheel alignment and balancing | | | | | | | | | | | | | | | | | | | | |
| | Camber | | | | | | | | | | | | | | | | | | | | |
| H. | Other services | | | | | | | | | | | | | | | | | | | | |
| | Diagnose/check-up | | | | | | | | | | | | | | | | | | | | |
| | Total | | | | | | | | | | | | | | | | | | | | |
| II | Labor Cost for all of the Motor Vehicles Maintenance Services, including diagnosis fee (as indicated in Annex "A" [Detailed Technical Specifications], item 3.0) (Item 1 + Item 2 + Item 3 + Item 4 + Item 5 + Item 6 + Item 7) | | | | | | | | | | | | | | | | | | | | |
| 1 | Underhood (1) and transmission | | | | | | | | | | | | | | | | | | | | |
| 2 | Underhood (2) | | | | | | | | | | | | | | | | | | | | |
| 3 | Aircon | | | | | | | | | | | | | | | | | | | | |
| 4 | Under chassis | | | | | | | | | | | | | | | | | | | | |
| 5 | Brake system | | | | | | | | | | | | | | | | | | | | |
| 6 | Clutch | | | | | | | | | | | | | | | | | | | | |
| 7 | Other Services | | | | | | | | | | | | | | | | | | | | |
| | Total | | | | | | | | | | | | | | | | | | | | |

Note: The quantity stated herein 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.

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