



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

REQUEST FOR QUOTATION
No. 23-085

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Repair and Maintenance of Motor Vehicle Aircon System (13 units)**" for FY2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 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 **no later than December 12, 2023, 2:00 p.m.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your 2023 **Business/Mayor's Permit** 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 Statement (GPPB-prescribed forms), Income/Business Tax Return¹ (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.²

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


AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹Manually filed tax returns or filed through the EFPS

²Failure 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 | Unit Cost (Vat Inclusive) | Total Cost (Vat Inclusive) |
|------|--|--------------------|----------------------------------|---------------------------|----------------------------|
| A. | Repair and Maintenance of Motor Vehicle Aircon System (13 units) | One (1) Lot | | | |
| | Motor Vehicle: 2017 Nissan NV350 - SAA1132 For Cleaning and Repair: | 1 unit | | | |
| | - Replace filter drier, expansion valves & cabin filter, if applicable, and identify other | | | | |

defective parts for replacement

Scope Work:

- Pull down evaporator & condenser
- For general cleaning, leak test
- Add capila oil, vacuum of lines
- Recharge freon gas R134A
- Replace Expansion valve front and rear
- Replace filter drier
- Flushing of system
- Replace Cabin Filter

Other identified defective parts for replacement such as but not limited to;

- Evaporator
- Condenser
- Compressor
- Auxiliary Fan
- Other parts identified by the supplier

Motor Vehicles:

2016 Toyota Innova - ABE1156 and ABE 1158

2 units

For Cleaning:

- Replace filter drier, expansion valves & cabin filter, if applicable

Scope of Work:

- Pull down evaporator & condenser
- For general cleaning
- Add capila oil, vacuum of lines
- Recharges freon gas R134A
- Replace expansion valve front and rear
- Replace filter drier
- Flushing of system
- Replace cabin filter

Motor Vehicle:

2013 Toyota Innova - LHK604

1 unit

For Cleaning:

- Replace filter drier, expansion valves & cabin filter, if applicable

Scope of Work:

- Pull down evaporator & condenser
- For general cleaning
- Add capila oil, vacuum of lines
- Recharges freon gas R134A
- Replace expansion valve front and rear
- Replace filter drier
- Flushing of system
- Replace cabin filter

| | | | | |
|--|---------|--|--|--|
| <p>Motor Vehicle: 2014 Toyota Innova - ABE1006 and ABE1012 For Cleaning:</p> <ul style="list-style-type: none"> - Replace filter drier, expansion valves & cabin filter, if applicable <p>Scope of Work:</p> <ul style="list-style-type: none"> - Pull down evaporator & condenser - For general cleaning - Add capila oil, vacuum of lines - Recharges freon gas R134A - Replace expansion valve front and rear - Replace filter drier - Flushing of system - Replace cabin filter | 2 units | | | |
| <p>Motor Vehicle: 2017 Toyota Innova - ABP1162 and ABP1014 For Cleaning:</p> <ul style="list-style-type: none"> - Replace filter drier, expansion valves & cabin filter, if applicable <p>Scope of Work:</p> <ul style="list-style-type: none"> - Pull down evaporator & condenser - For general cleaning - Add capila oil, vacuum of lines - Recharges freon gas R134A - Replace expansion valve front and rear - Replace filter drier - Flushing of system - Replace cabin filter | 2 units | | | |
| <p>Motor Vehicle: 2019 Toyota Hi-Ace LXV - NFX1143 For Cleaning:</p> <ul style="list-style-type: none"> - Replace filter drier, expansion valves & cabin filter, if applicable <p>Scope of Work:</p> <ul style="list-style-type: none"> - Pull down evaporator & condenser - For general cleaning - Add capila oil, vacuum of lines - Recharges freon gas R134A - Replace expansion valve front and rear - Replace filter drier - Flushing of system - Replace cabin filter | 1 unit | | | |

Motor Vehicle:

2017 Toyota Hi-Ace - SAA1128

1 unit

For Cleaning:

- Replace filter drier, expansion valves & cabin filter, if applicable

Scope of Work:

- Pull down evaporator & condenser
- For general cleaning
- Add capila oil, vacuum of lines
- Recharges freon gas R134A
- Replace expansion valve front and rear
- Replace filter drier
- Flushing of system
- Replace cabin filter

Motor Vehicle:

2017 Toyota Avanza - SAA1144 and ABP1161

2 units

For Cleaning:

- Replace filter drier, expansion valves & cabin filter, if applicable

Scope of Work:

- Pull down evaporator & condenser
- For general cleaning
- Add capila oil, vacuum of lines
- Recharges freon gas R134A
- Replace expansion valve front and rear
- Replace filter drier
- Flushing of system
- Replace cabin filter

Motor Vehicle:

2017 Nissan NV350 - SAA1139

1 unit

For Cleaning:

- Replace filter drier, expansion valves & cabin filter, if applicable

Scope of Work:

- Pull down evaporator & condenser
- For general cleaning
- Add capila oil, vacuum of lines
- Recharges freon gas R134A
- Replace expansion valve front and rear
- Replace filter drier
- Flushing of system
- Replace cabin filter

Other Terms and Conditions

- Return/surrender all defective parts replaced except for

| | | | | | |
|--|---|--|--|--|--|
| | consumable items such as oil, freon etc. - Aircon parts should be Original or OE Standard (original equipment manufacturer) - 1 year for parts/labor and submission of Warranty Certificate by the Supplier | | | | |
|--|---|--|--|--|--|

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

| SCHEDULE OF REQUIREMENTS | | | Bidder's Statement of Compliance | | | | | | | | |
|--|--|--|---|-------------------|--|-------|--|---|--|--|--|
| A. | <table border="1"> <thead> <tr> <th data-bbox="135 533 560 629">Description</th> <th data-bbox="560 533 758 629">Quantity</th> <th data-bbox="758 533 1114 629">Delivery Schedule</th> </tr> </thead> <tbody> <tr> <td data-bbox="135 629 560 875"> Repair and Maintenance of Motor Vehicle Aircon System (13 units) <i>Please see the attached Annex "C"</i> </td> <td data-bbox="560 629 758 875">1 Lot</td> <td data-bbox="758 629 1114 875"> Within twenty-five (25) calendar days from receipt of Notice to Proceed (at least 7 units scheduled and repaired per week) </td> </tr> <tr> <td colspan="2" data-bbox="135 875 758 1003"> One (1) year for parts/labor and submission of Warranty Certificate by the Supplier </td> <td data-bbox="758 875 1114 1003"></td> </tr> </tbody> </table> | Description | Quantity | Delivery Schedule | Repair and Maintenance of Motor Vehicle Aircon System (13 units) <i>Please see the attached Annex "C"</i> | 1 Lot | Within twenty-five (25) calendar days from receipt of Notice to Proceed (at least 7 units scheduled and repaired per week) | One (1) year for parts/labor and submission of Warranty Certificate by the Supplier | | | |
| Description | Quantity | Delivery Schedule | | | | | | | | | |
| Repair and Maintenance of Motor Vehicle Aircon System (13 units) <i>Please see the attached Annex "C"</i> | 1 Lot | Within twenty-five (25) calendar days from receipt of Notice to Proceed (at least 7 units scheduled and repaired per week) | | | | | | | | | |
| One (1) year for parts/labor and submission of Warranty Certificate by the Supplier | | | | | | | | | | | |

| FINANCIAL OFFER | |
|---|--|
| Approved Budget for the Contract | Total Offered Quotation |
| <p>Two Hundred Thirty-Four Thousand Pesos Only</p> <p>(Php234,000.00)</p> | <p>In words: _____</p> <p>_____</p> <p>_____</p> <p>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 an 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) 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

| | Brand and Model | Year Model | Plate number | Status |
|----|------------------------|-------------------|---------------------|-------------------------|
| 1 | Nissan NV350 | 2017 | SAA1132 | For Cleaning and repair |
| 2 | Toyota Innova | 2016 | ABE1156 | For Cleaning |
| 3 | Toyota Innova | 2016 | ABE1158 | For Cleaning |
| 4 | Toyota Innova | 2013 | LHK604 | For Cleaning |
| 5 | Toyota Innova | 2014 | ABE1006 | For Cleaning |
| 6 | Toyota Innova | 2014 | ABE1012 | For Cleaning |
| 7 | Toyota Innova | 2017 | ABP1162 | For Cleaning |
| 8 | Toyota Innova | 2017 | ABP1014 | For Cleaning |
| 9 | Toyota Hi-Ace LXV | 2019 | NFX1143 | For Cleaning |
| 10 | Toyota Hi-Ace | 2017 | SAA1128 | For Cleaning |
| 11 | Toyota Avanza | 2017 | SAA1144 | For Cleaning |
| 12 | Toyota Avanza | 2017 | ABP1161 | For Cleaning |
| 13 | Nissan NV350 | 2017 | SAA1139 | For Cleaning |

