



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 04 April 2023
RFQ No.: 017-2023

Company/Business Name:¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure the **Repair and Maintenance of GPPB-TSO Official Vehicles (includes Tires and Batteries) (Toyota Hi-Ace GL Grandia No. A8N124)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation together with the CY 2023 Mayor's/Business Permit on or before 5:00 PM of 14 April 2023 subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ) to the address below:

Ms. Julie D. Abrigo

Chairperson, Bids and Awards Committee

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (02) 7900-6741 to 44

Email: bacsecgppb@gppb.gov.ph

For any clarification, you may contact us at telephone no. 7900-6741 to 44 or email address at bacsecgppb@gppb.gov.ph.

JULIE D. ABRIGO

Chairperson, Bids and Awards Committee

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

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

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

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsecgppb@gppb.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the services

unperformed within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate 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. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Repair and Maintenance of GPPB-TSO Official Vehicles (includes Tires and Batteries) (Toyota Hi-Ace GL Grandia No. A8N124) (1 Lot)		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.		
Preventive Maintenance Service (PMS) for Toyota Hi-Ace GL Grandia No. A8N124		
A8N124		
- 55,000kms check-up		
- Gasket		
- Oil Filter		
- Clean and Adjust Brake (front and rear)		
- Battery Check		
- Diesel Engine Oil, Synthetic		
- Diesel Engine Flush		
- Diesel Injector Cleaner		
- Engine Tune up		
- Brake Cleaner		
- Oil Treatment		
- Sanding Paper #120		
- Miscellaneous Package		

Delivery Requirement End-User shall determine the delivery date for the maintenance of the vehicle after the issuance and acknowledgement of the Purchase Order		
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FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank):

Branch: _____

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.

Repair and Maintenance of GPPB-TSO Official Vehicles (includes Tires and Batteries) (Toyota Hi-Ace GL Grandia No. A8N124)	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Eighteen Thousand Pesos (PhP18,000.00)	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email address/es