



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

RFQ No.: 2024-AD-019

Date: 08 November 2024

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the “**Preventive Maintenance Service of GPPB-TSO Vehicle (Nissan Urvan 2018 NV350 SAB8443)**” with an Approved Budget for the Contract of **Sixty-Six Thousand Pesos (PhP66,000.00)** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **12:00 PM of 14 November 2024**:

- a. **Mayor's/Business Permit**
- b. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template can be accessed through this link:
<https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx>

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotations may be submitted through electronic mail at aacrisologo@gppb.gov.ph or physically at the address given below:

ADMINISTRATIVE DIVISION

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,
Quezon City, Philippines 1121
Telephone No.: (+632) 5322-6BAC (6222)

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 e-mail shall be considered.

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the Mr. Aaron Vinz Paul A. Crisologo at (+632) 5322-6BAC (6222) or send email to aacrisologo@gppb.gov.ph.


JELLA MAE C. GARCIA
Administrative Officer II, Administrative Division





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Annex “A”

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 goods not delivered 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.



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(Date)

THE ADMINISTRATIVE DIVISION

Government Procurement Policy Board-Technical Support Office
Commonwealth Avenue, Quezon City

Sir/Madam:

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

Minimum Technical Specifications	Quantity	Statement of Compliance (Please state "Comply" or "Not Comply" for each requirement/specification)
I. Preventive Maintenance Service of GPPB-TSO Vehicle (Nissan Urvan 2018 NV350 SAB8443)		
1. 109,116 kms check-up (interested bidders may conduct pre-inspection of the vehicle prior to submission of quotation)	1 Lot	
2. Change Oil		
3. Replacement of Clutch Disc		
4. Replacement of Pressure Plate		
5. Replacement of Release Bearing		
6. Replacement of Pilot Bearing		
7. Replacement of Clutch Fork		
8. Replacement of Transmission Fluid		
9. Replacement of Primary Clutch Master		
10. Replacement of Secondary Clutch Sleeve		
11. Replacement of Brake Pads and Brake Shoe (front and rear)		
12. Inspect brake fluid level		
13. Replacement of Radiator hose (upper and lower radiator)		
14. Replacement of radiator cap		
15. Replacement of Air Filter		
16. Replacement of Fuel Filter		
17. Replacement of Oil Filter		
18. Replacement of Cabin Filter		

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19. Replacement of Differential Oil		
20. Engine Tune Up		
21. Engine Wash		
22. Inspect cooling system		
**Repair and replacement of additional parts shall be based on pre-inspection report, if necessary.		
**Total Price for the preventive maintenance shall be inclusive of labor fees		
II. Delivery Terms End-User shall notify the supplier through letter of the date of maintenance of the vehicle		
Terms of Payment: Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) calendar days after receipt of billing statement and issuance of Inspection and Acceptance Report/Certificate of Acceptance from the end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account. Interested suppliers shall provide the following details in the statement of compliance column: <i>Banking Institution</i> <ul style="list-style-type: none"> - Account Number - Account Name (should be the exact account name as registered in the bank) - Bank Branch 		

FINANCIAL OFFER:

DESCRIPTION	QTY	ABC	Total Offered Quotation (Inclusive of VAT)
I. Preventive Maintenance Service of GPPB-TSO Vehicle (Nissan Urvan 2018 NV350 SAB8443)			
1. 109,116 kms check-up (interested bidders may conduct pre-inspection of the vehicle prior to submission of quotation)	1 Lot	Sixty-Six Thousand Pesos (PhP66,000.00)	
2. Change Oil			
3. Replacement of Clutch Disc			
4. Replacement of Pressure Plate			



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5. Replacement of Release Bearing					
6. Replacement of Pilot Bearing					
7. Replacement of Clutch Fork					
8. Replacement of Transmission Fluid					
9. Replacement of Primary Clutch Master					
10. Replacement of Secondary Clutch Sleeve					
11. Replacement of Brake Pads and Brake Shoe (front and rear)					
12. Inspect brake fluid level					
13. Replacement of Radiator hose (upper and lower radiator)					
14. Replacement of radiator cap					
15. Replacement of Air Filter					
16. Replacement of Fuel Filter					
17. Replacement of Oil Filter					
18. Replacement of Cabin Filter					
19. Replacement of Differential Oil					
20. Engine Tune Up					
21. Engine Wash					
22. Inspect cooling system					
**Repair and replacement of additional parts shall be based on pre-inspection report, if necessary.					
**Total Price for the preventive maintenance shall be inclusive of labor fees					
TOTAL					
Amount In Words:					

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es