



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

RFQ No.: AD-2025-005

Date: 14 March 2025

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the **“Repair and Maintenance of GPPB-TSO Official Vehicles (includes tires and batteries)”** with an Approved Budget for the Contract of **Two Hundred Forty-Four Thousand Pesos (PhP244,000.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **5:00 PM of 17 March 2025**:

- a. **PhilGEPS Registration Number**
- b. **Mayor's/Business Permit**
- c. **Notarized Omnibus Sworn** 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 may access to 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 Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact 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. 12009 and its 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)
Repair and Maintenance of GPPB-TSO Official Vehicles (includes tires and batteries)	1 lot	
A. Preventive Maintenance Service of Toyota Innova 2017 Gas Model SAB9215 Chassis no. PA2GWEM4G3151343 Engine no. 1TRA201242 Odometer Reading: 116,042 kms		
Change Oil		
Tubeless Tires Quantity: 4 Size: 205/65R16		
Receiver Drier		
Expansion Valve, Front and Rear (2 pieces)		
Freon Gas		
Flushing Oil		
Assorted O rings		
Capella Oil		
Cabin Filter		
Oil Filter		
Scope of Work for SAB9215 -Injector Cleaning; -Aircon Cleaning, leak testing/flushing; -Freon Refill; -Tire Rotation and wheel balance; -Cleaning of front and rear brakes; -Replacement of parts; and -Installation of Tires		



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<p>B. Preventive Maintenance Service of Toyota Innova 2013 Gas Model SLA925/ABE1082 Chassis No. TGN405057256 Engine No. 1TR7509194 Odometer reading: 142,006 kms</p>		
Change Oil (includes checking of valve cover gasket and beta gray gasket and oil filter)		
Bypass Hose		
Front Brake Pads (1 set)		
Brake Fluid		
Front Shock Absorbers (2 pieces)		
Rear Shock Absorbers (2 pieces)		
Ball Joints (4 pieces)		
Tire Rod (4 pieces)		
Receiver Drier		
Expansion Valve, Front and Rear (2 pieces)		
Freon Gas		
Flushing Oil		
Assorted O ring		
Capella Oil		
Cabin Filter		
<p>Scope of Work for SLA925/ABE1082</p> <ul style="list-style-type: none"> -Replacement of Parts; -Check Engine which includes replacement of valve cover gasket and beta gray gasket and oil filter; -Checking, cleaning, and adjustment of brakes and reface of rotor disc; -Aircon Cleaning, Flushing, and Vacuum Cleaning of all lines and fittings; and -Freon Refill 		
<p>C. Preventive Maintenance Service of Nissan Urvan NV350 SAB8443 Chassis No. JN1TC2E2Z0051015 Engine No. YD25012886B Odometer reading: 116,391 kms</p>		
Compressor		
Condenser		
Thermostat		
Front Evaporator		
Rear Evaporator		



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Receiver Drier		
Expansion Valve, Front and Rear (2 pieces)		
Assorted O rings		
Flushing Oil		
Freon Gas		
Capella Oil		
Alternator Pulley Bearing		
Scope of Work for SAB8443 -Replacement of Parts; -Aircon Repair, Cleaning, Flushing, and Vacuum Cleaning of all lines and fittings; -Freon Refill		
B. Delivery Period End-User Representative shall notify the winning bidder of the schedule of repair and maintenance		
C. Payment Terms Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) days after receipt of service invoice and issuance of certificate of acceptance by 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> - Account Number - Account Name (should be the exact account name as registered in the bank) - Bank Branch		



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FINANCIAL OFFER:

DESCRIPTION	QTY	ABC	Total Offered Quotation (Inclusive of VAT)
Repair and Maintenance of GPPB-TSO Official Vehicles (Toyota Innova SAB9215, Toyota Innova SLA925/ABE1082, and Nissan Urvan SAB8443)	1 Lot	Two Hundred Forty-Four Thousand Pesos (PhP244,000.00)	
TOTAL			
Amount In Words:			

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es