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## **REQUEST FOR QUOTATION**

### **PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH REPLACEMENT OF PARTS AND ACCESSORIES**

P.R. No./Date Received: 22-147

RFQ/P No. / Date: RFQ-2022055

The National Authority for Child Care invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the Approved Budget for the Contract.

#### **Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Terms of Reference

This pro-forma quotation maybe be submitted through register or electronic mail to the NACC Bids and Award Committee at above address or email to [estorres@nacc.gov.ph](mailto:estorres@nacc.gov.ph) on or before November 25, 2022 subject to the following Term and Conditions:

1. All entries shall be typed or written in a clear legible manner
2. No alternate quotation/offer is allowed, suppliers who submitted more quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for 30days calendar days upon issuance of this documents. Alternative bids shall be rejected.
4. Price quotation to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% PO or 2% JO deductions
5. NACC Technical Working Group may require you to submit documents that will prove your legal, financial capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: section 68- Liquidates damages and section 69- imposition of administrative penalties shall be observed.
7. NACC reserve the right to reject any and all quotation, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR
8. In case of tie quotation, suppliers' presence is required during tie braking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, condition will be governed by the submitted signed Terms of Reference

Very truly yours

NACC BAC CHAIRPERSON



**TECHNICAL SPECIFICATION PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH  
 REPLACEMENT OF PARTS AND ACCESSOR**

Item	Unit	QTY	Description/Specifications	Total Amount		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	PMS for FOTON Transvan			
			Engine oil			
			Oil filter			
			Engine flush			
			Air Filter			
			Air-con Filter			
			rags			
			All parts cleaner			
			brake pads			
			Rotor disk LH and RH			
			Strut bar bushing			
			Wiper blade LH & RH			
			Freon Charging			
			Perform preventive maintenance			
			Open all breaks			
			And other related PMS activities			
<b>Total Lot ABC</b>			<b>37,810.08</b>			
Delivery Instruction			Please see attached Scope of Work			

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by writing "COMPLY" in EVERY requirement mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be made when the Goods have been delivered in accordance with the signed contract/purchased order and instruction and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.
- VII. Payment shall be made upon Issuance of the Pre and Post-Inspection Report by the Inspection and Acceptance Committee and Certificate of Acceptance of output by the Chief, ASD.
- VIII. Delivery shall be made to NACC Office
- IX. Delivery of service shall be from receipt of PO/NTP until 31 December 2022 or until exhaustion of funds.

Signature over Printed Name: \_\_\_\_\_

Designation/Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_



## SCOPE OF WORK SERVICE

### PREVENTIVE MAINTENANCE FOR NPC MOTOR VEHICLES WITH REPLACEMENT OF PARTS AND ACCESSORIES

#### I. BACKGROUND

It is the policy of the state that all resource of the government shall be managed, expended or utilized in accordance with law and regulation, and safeguarded against loss or wastage, with the aim of ensuring economy, efficiency in operations of the government

#### II. OBJECTIVES

The NACC intends to engage the service provider duly authorized with the necessary expertise, experience, and capacity to maintain and repair and/ or replace worn out parts/ accessories of two (2) motor vehicles to ensure the following:

- To prolong the service life of the motor vehicles;
- To increase the safety of the driver and passengers while on the road;
- To prevent parts from braking and larger issues that may rise which may cause road accidents

#### III. SCOPE OF WORK

##### A. The service provider shall:

- a. Supply of labor, parts, tools, equipment, supplies, supervision and all other necessary services for the comprehensive/ preventive maintenance of NACC motor vehicles with the following details and current odometer reading

Description/Specification	Plate number/Conduction Sticker	Odometer Reading
FOTON Transvan	IOB 012	

- b. All supplies and materials shall be original, brand new and quality that conform to manufacturer specification and standard. All supplies materials, and equipment to be used in the performance of work describe herein are subject to inspection and acceptance to the NACC prior to installation in the vehicle subject for repair.
- c. Provide maintenance, repair/replace unserviceable parts, assemblies, subassemblies, and components including tires, air-conditioning system and accessories, refinish, refabricate parts and make modification; repair accessories and auxiliary equipment and structural repair, and other parts necessary for the efficient functioning of vehicle.
- d. Perform preventive maintenance services per vehicle based on the odometer reading as endorsed by the Property officer on the NACC administrative Services Division.
- e. Responsible for repairs and replacement of defective parts after installation which falls under warranty
- f. The provider shall provide, issue and add all replenishment of fluids/lubricants including engine oils, drive chain, clutch and throttle inner lubricants, grease clutch,



throttle and front brake inner cable that meet the standards set forth by the manufacturer.

- g. The engine oil to be used is only recognized and well reputed brand consistent with the conditions set forth herein
- B. The service provider shall ensure that there is always enough quality of parts and accessories in stock to serve all NACC motor vehicles during the duration of the contract
- C. The service provider shall be available from Monday to Saturday
- D. The service provider shall designate its focal person (authorized representative) for settings of schedules, request for quotation, copies of SOA, and other documents needed.
- E. The service provider shall submit SOA/ invoice not more than three-five (3-5) days after the rendered services to facilitate processing of payment

#### IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have the following qualification:

1. PhilGEPS Registered
2. With updated Mayor's Permit, and
3. Income Tax Return
  - Ensure that its employees or service crew have the technical know-how and capability to do the job required for the repairs and maintenance of service vehicles. The accountability of the service vehicle will be transferred to the Service Provider while it is on their possession during period of repair
  - The service provider should be an authorized dealer of the motor vehicle brand and parts shall provide warranties for all service performed including parts and accessories provided.
  - The service provider can provide genuine parts and maintenance services in the line with the maintenance intervals prescribed by the manufacturer or in case of emergency repair
  - The service provider shall have its own garage/space to perform the maintenance/repair of the vehicle
  - The service provider shall have its own towing services to provide in case that the NACC vehicles breakdown or unable to move.
  - Preferably, the service provider is located of has shop/garage / space intended for repair and maintenance nearby or whose distance from the NACC office.

#### V. CONTRACT DURATION

The engagement is in full effect until 31 December 2022 or until exhaustion of contract cost, which shall commence from the receipt of Purchase Order / Notice to Proceed (NTP)

#### VI. PAYMENT AND DELIVERY

Delivery of service shall be from receipt of PO/NTP until 31 December 2022 or until exhaustion of funds. Payment shall be made when the Goods have been delivered in accordance with the signed contract/ purchased order and instructions and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.



VII. MODE OF PROCUREMENT

This shall be procurement of service and mode of procurement shall be alternative mode through **ALTERNATIVE MODE OF PROCUREMENTS – SMALL VALUE PROCUREMENT**

VIII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT

Source of Fund: FY2022 General Appropriation Act of 2022

Approved Budget **Php 37,810.08**

Approved by:

Administrative Office

Conforme:
Name and Signature of Authorized Representative
Designation
Company
Date