



REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (BAC) will undertake **procurement for the Repair and Maintenance and Supply of Tires including Tire Mounting and Wheel Balancing of Various PMO Batangas Service Vehicles** in accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- a. Name of Project : **Repair and Maintenance and Supply of Tires including Tire Mounting and Wheel Balancing of Various PMO Batangas Service Vehicles**
- b. Reference No. : **BAC-BGS-035G-2023**
- c. Approved Budget : **Php 734,906.10**
for the Contract (ABC)
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description :

Item No.	Qty.	Unit	Item Description / Technical Specification	Approved Budget for the Contract (ABC)
1	1	lot	PERIODIC MAINTENANCE SERVICE 1. Toyota Fortuner – Plate No. AXA 4049 2. Toyota Grandia – Plate No. SAB 4364 3. Toyota Avanza – Plate No. NQP 464 4. Mitsubishi Adventure – Plate No. SLG 371 UNDER CHASSIS REPAIR AND ENGINE REPAIR 1. Toyota Grandia – Plate No. SAB 4364 2. Toyota Avanza – Plate No. NQP 464 3. Toyota Revo – Plate No. SGS 152 4. Toyota Corolla – Plate No. UTD 641 5. Mitsubishi Adventure – Plate No. SLG 371	525,906.10
2	1	lot	REPLACEMENT OF WORN-OUT/EXPIRED TIRES <i>(refer to End-User)</i> 1. Toyota Fortuner – Plate No. AXA 4049 2. Toyota Super Grandia – Plate DAT 7142	196,000.00
3.	1	lot	CLEANING AND REPROCESSING OF AIR-CONDITIONING SYSTEM 1. Toyota Corolla – Plate No. UTD 641	13,000.00
See Terms of Reference (TOR) – Annex “A”				
TOTAL AMOUNT (in Php)				734,906.10

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

- f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- g. Delivery Period : **Within TWENTY (20) days upon receipt of a written Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the 2016 Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.**


2. The duly conformed **Terms of Reference (TOR) (Annex "A")**, duly accomplished **Price Quotation Form (Annex "B")**, and **Omnibus Sworn Statement (Annex "C")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; b) Valid PhilGEPS Registration / Registration Number and c) Latest Income and Business Tax Return, shall be submitted in a sealed envelope by mail, courier or hand carried to the **PMOB-BAC** on or before **9:00 a.m. of 19 December 2023** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

COMPANY: (Indicate the name of the Company)
NAME OF PROJECT: (Indicate the name of the Project)

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

3. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to *Filipino Business partner*.
4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
7. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
8. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
9. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
10. For the information, you may contact **Genesis Arn A Bool**, Head, BAC Secretariat at Telephone No. **(043) 723-7214**.


JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC

Price Quotation Form

Date: _____

JEFREN P. PANGANIBAN
 Chairperson, PMOB-BAC
 Philippine Ports Authority
 Port Management Office of Batangas
 PPA Administration Building,
 Port Access Road, Calicanto,
 Batangas City 4200

Dear **Mr. Panganiban**,

We hereby submit our quotation for the procurement of the project, entitled: **Repair and Maintenance and Supply of Tires including Tire Mounting and Wheel Balancing of Various PMO Batangas Service Vehicles** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Total Price Quote
1	1	lot	PERIODIC MAINTENANCE SERVICE 1. Toyota Fortuner – Plate No. AXA 4049 2. Toyota Grandia – Plate No. SAB 4364 3. Toyota Avanza – Plate No. NQP 464 4. Mitsubishi Adventure – Plate No. SLG 371 UNDER CHASSIS REPAIR AND ENGINE REPAIR 1. Toyota Grandia – Plate No. SAB 4364 2. Toyota Avanza – Plate No. NQP 464 3. Toyota Revo – Plate No. SGS 152 4. Toyota Corolla – Plate No. UTD 641 5. Mitsubishi Adventure – Plate No. SLG 371	
2	1	lot	REPLACEMENT OF WORN-OUT/EXPIRED TIRES <i>(refer to End-User)</i> 1. Toyota Fortuner – Plate No. AXA 4049 2. Toyota Super Grandia – Plate DAT 7142	
3.	1	lot	CLEANING AND REPROCESSING OF AIR-CONDITIONING SYSTEM 1. Toyota Corolla – Plate No. UTD 641	
<i>Per Terms of Reference (TOR) – Annex "A"</i>				
TOTAL AMOUNT (in Php)				

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

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at
 [Name of Affiant] [Civil Status] [Nationality]

[Address of Affiant]

after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of _____
 [Name of Bidder]
 _____ with office address at _____;
 [address of Bidder]

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of _____ with
 [Name of Bidder]
 office address at _____;
 [address of Bidder]

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of _____
 [Name of Bidder]
 _____, I have full power and authority to do, execute and perform any and all
 acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____
 [Name of the Project] _____ of the _____
 [Name of the Procuring Entity]
 _____ as shown in the attached duly notarized Special Power of Attorney;
 the Procuring Entity]

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____
 [Name of the Project]
 of the _____, as shown in the attached _____
 [Name of the Procuring Entity] [state title of attached

document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:));

**3. _____ is not "blacklisted" or barred from bidding by the
 [Name of Bidder]**

Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and approved for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

**5. _____ is authorizing the Head of the Procuring Entity
 [Name of Bidder]
 or its duly authorized representative(s) to verify all the documents submitted;**

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of _____
[Name of Bidder]

is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of _____
[Name of Bidder]

members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. _____
[Name of Bidder] complies with existing labor laws and standards; and
8. _____
[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the _____
[Name of the Project]
9. _____
[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _____, with his/her photograph and signature appearing thereon, [insert type of government identification card used] with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of _____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

TERMS OF REFERENCE

Repair and Maintenance of various Service Vehicles (PMS and Under-Chassis Repair) and Supply including Tire Mounting and Wheel Balancing of Eight (8) units of Tires.

1. OBJECTIVE

To procure a competent and technically capable service provider for the provisions of a comprehensive range of automotive maintenance service, whether preventive or corrective in nature, including the necessary and/or replacement spare parts, as well as costs of labor, diagnosis and check-up and other related service fees, for the various motor vehicles of the PPA, PMO Batangas.

2. SCOPE OF WORK OF

- 2.1. The Service Provider shall provide a comprehensive range of automotive maintenance services for the seven (7) vehicles of the PPA, PMO Batangas, as listed below.
- 2.2. The scope of preventive maintenance services and under-chassis repair shall include the following brand-new parts:

Lot 1 – A. Periodic Maintenance Services (PMS)	
1.	Toyota Fortuner – AXA 4049
2.	Toyota Grandia – SAB 4364
	Toyota Transmission Fluid (ATF)
	Toyota Engine Oil
	Toyota Timing Belt
	Toyota Fan Belt
	Tensioner Bearing
	Idler Bearing
	Wurth Brake Cleaner
	Kerosene
	WD40
	Big Silicon
	Toyota Brake Pads Front
	Toyota Brake Pads Rear
	Toyota Brake Shoe
	Coolant Shell
	Air Cleaner
	Fuel Filter
	Cabin Filter
	Power Steering Oil
3.	Toyota Avanza – NQP 464
	Thermostat
	Aircon Filter
	Fuel Filter
	Engine Oil
	Automatic Transmission Fluid (ATF)
	Oil Filter
	Gear Oil
	Fan Belt
	Air Cleaner
	Cabin Filter
	Coolant

4. Mitsubishi Adventure – SLG 371	
	Cabin Filter
	Air Filter
	Fuel Filter
	Fan Belt and AC Belt
	Timing Belt
	Camshaft, Crankshaft and Balancer Oil Seal
	Tensioner Bearing
	Oil Filter
	Fully Synthetic Oil
	Brake Pads Front
	Brake Pads Rear
	Brake Cleaner
Lot 1 – B. Under Chassis Repair	
1. Toyota Grandia – SAB 4364	
	Shock Absorber Front
	Shock Absorber Rear
	Leaf Bushing
	Upper Suspension Front Assembly
	Lower Suspension Bushing Assembly
	Lower Ball Joint Assembly
	Stabilizer Bushing
	Stabilizer Link
	Rack End
	Tie Rod
2. Toyota Avanza – NQP 464	
	Brake Pad Front
	Lower Suspension Bushing
	Brake Repair Kit
	Lower Ball-Joint
	Tie-Rod
	Rack End
	Stabilizer Bushing Front
	Stabilizer Link
	Front Shocks
	Shock Mount
	Brake Shoe
	Stabilizer Bushing Rear
	Cross Joint
	Wheel Cylinder
3. Mitsubishi Adventure – SLG 371	
	Stabilizer Bushing
	Stabilizer Link
	Wheel Bearing Inner
	Wheel Bearing Outer
	Steering Boot
	Wheel Hub Housing
	Strath Bar Bushing
	Shock Absorber Front
	Shock Absorber Rear
	Shock Bushing
	Mulye Bushing/Leaf Spring Bushing
	Gear and Differential Oil
	Oil Sending Unit
	Alternator Hose
	Oil Pump
	Silicon Oil

	Clutch Fork
	Thermostat Valve
Lot 2 – Supply and Installation of Brand-new Tires	
	TIRES – Tubeless Steel Belted Radial
	Specifications: Size: 235/60R17 109/107T LT Plies Tread: 2 Polyester + 2 Steel + 1 Polyamide Plies Sidewall: 2 Polyester Max Load Single: 1030kg (2270 lbs.) at 375kPa (54psi) Cold Max Load: 975kg (2150 lbs.) at 375kPa (54psi) Cold Note: Including tire mounting and wheel balancing
	TIRES – Radial Tire
	Specifications: Size: 265/65R17 Excellent on Wet and Dry Season Sport-oriented Performance Quiet Ride Sleek-looking Tires Note: Including tire mounting and wheel balancing
Lot 3 – A. Toyota REVO SGS 152 Repair/Replacement of Power Steering Assembly and Starter	
	Power Steering Assembly
	Repair of Starter Unit
Lot 3 – B. Toyota Corolla UTD 641 Repair of Clutch Hub Assembly and Reprocess of Air-conditioning Units	
	Pull-down Compressor;
	Remove dashboard;
	Refill Freon; and
	AC Cleaning

1.1 The Service Provider shall commence performance of its obligations under the contract within three (3) calendar days from the receipt of the Notice of Proceed.

1.2 The schedule of maintenance services of the vehicles shall be in accordance with the:

1.2.1 2023 Periodic Maintenance Plan for PPA, PMO Batangas Motor Vehicles, copy of which shall be provided to the service provider; or

1.2.2 As may be necessary, such as in case of emergency and/or urgent repairs or back jobs/rectification works.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Seven Hundred Thirty Four Thousand Nine Hundred Six Pesos and 10/100 (Php 734,906.10), PHILIPPINE CURENCY** inclusive of VAT.

4. TERMS AND CONDITIONS

4.1. The Service Provider shall ensure full availability of its services and necessary parts, as well as sufficient and competent manpower to timely satisfactorily perform the essential automotive services, in accordance with the Periodic Maintenance Plan.

- 4.2. The Service Provider shall proceed with actual work or services upon confirmation by the Administrative Division.
- 4.3. The Service Provider's service center should be located at least Thirty (30) kilometer radius from PPA, PMO Batangas.
- 4.4. The Service Provider shall properly collect, inventory, and turn over vehicle parts and materials that have been replaced in the course of the repair/maintenance services, regardless of conditions.

5. OBLIGATIONS AND RESPONSIBILITIES OF THE WINNING BIDDER

- 5.1. The winning bidder agrees and binds itself to hold PPA free and harmless from any damage, claims, liabilities or legal actions which may be brought by any third party by reason of the Contract or Purchase Order of the project.
- 5.2. The winning bidder shall strictly comply with all the existing PPA rules, regulations, policies and guidelines.
- 5.3. The parties, likewise agree that the employees of the winning bidder are not employees of the PPA-PMOB where the PPA-PMOB shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the service provider whether or not occurring during the performance of their duties. The service provider agrees and binds itself to indemnify the PPA-PMOB for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the service provider arising out of or in connection with or on the occasion of the performance of this agreement. The winning bidder shall at all times, stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulation and binds itself to save and hold PPA-PMOB free and harmless from any and all liabilities, losses, damages, judgments, fines and penalties arising from and by reason of this Technical Specifications and its implementation.

6. WARRANTIES OF THE SERVICES PROVIDER

- 6.1. The Service Provider warrants workmanship defects and that services shall be performed with technical competence, skill, and due care.
- 6.2. The Service Provider warrants that replacement parts, tools and materials to be used for the automotive service shall be appropriate to the type and model of the vehicle/s.
- 6.3. The Service Provider warrants that the vehicle/s under the maintenance service shall be safe and secure while in the custody of the contractor.
- 6.4. The service warranty period of the automotive maintenance services shall not be less than 90 days from the performance of the services by the Service Provider. While service warranty period for the product installed shall not be less than 180 days from the date of installation, in case of product defects and/or malfunction.
- 6.5. The service warranty period shall commence upon issuance of the certificate of acceptance by the PPA, PMO Batangas Administrative Division.

- 6.6. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of the total contract price or a special bank guarantee of the same amount. The said amounts shall only be released after the lapse of the warranty period.

7. RIGHTS OF THE PHILIPPINE PORTS AUTHORITY

- 7.1. Grant the winning bidder the sole and exclusive contract for the subject project.
- 7.2. PPA may require the change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.
- 7.3. PPA may cancel/rescind or terminate the contract emergency in case of unsatisfactory service proved by the CONTRACTOR as well as violations of any of the provisions of this TOR.
- 7.4. PPA may call the Contractor to conduct emergency check-up or repair of units without additional cost to PPA.

8. TERMS OF PAYMENT

- 8.1. For and in consideration of the full, satisfactory and faithful performance by the Contractor of all its undertaking defined and proved for under this Terms and Conditions (TOR) and contract documents signed inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the following supporting documents:
- 8.1.1. Pictures taken before and after actual service; and
 - 8.1.2. Service reports duly signed by PPA representative.
- 8.2. Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

Prepared by:


MARGARITA EMELYN B VILLAMOR
End-User / Division Manager A, Administrative Division

Conforme:

(Signature over Printed Name of
Authorized Signatory/Representative)