



Food and Drug Administration  
PHILIPPINES  
Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

**REQUEST FOR QUOTATION**

Date 11-Mar-2024  
Quotation No. NP-SVP(A)-2024-0020-FDA-REPOST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please quote your best and lowest proposal price per item/s listed below, subject to the Conditions. Kindly submit your quotation duly signed by you or your representative not later than **15 March 2024, 5:00 PM.**

*Ana Trinidad F. Rivera*  
**ENGR. ANA TRINIDAD F. RIVERA, MSc**  
Chairperson, FDA-BAC

Name of Project: **Procurement of Three (3) Consecutive Periodic Maintenance Services of Service Vehicles of the Food and Drug Administration (Line Item)**

Procurement Mode: **NP-Small Value Procurement (A)**  
Classification: **Goods**  
Approved Budget for the Contract (ABC): **PhP627,444.90**

MINIMUM TECHNICAL SPECIFICATION	UNIT	QTY.	COST PER ITEM	Statement of Compliance (COMPLY" or "NOT COMPLY")
<b>Procurement of Three (3) Consecutive Periodic Maintenance Services of Service Vehicles of the Food and Drug Administration (Line Item)</b>				
Fortuner SAB 5286 (ODG)	1	lot	36,652.91	
95,000KM PMS				
100,000KM PMS				
105,000KM PMS				
Fortuner SAB 5288 (FROO)	1	lot	36,652.91	
95,000KM PMS				
100,000KM PMS				
105,000KM PMS				
Fortuner SKW 543 (NCR)	1	lot	46,713.66	
200,000KM PMS				
205,000KM PMS				
210,000KM PMS				
Avanza SAB 9127 (CSL)	1	lot	33,374.19	
120,000KM PMS				
125,000KM PMS				
130,000KM PMS				
Avanza SAB 9129 (ODG)	1	lot	26,044.19	
95,000KM PMS				
100,000KM PMS				
105,000KM PMS				
Avanza SAB 9128 (LSSC)	1	lot	33,374.19	
120,000KM PMS				
125,000KM PMS				
130,000KM PMS				
Avanza SAB 9126 (NCR)	1	lot	26,212.19	
170,000KM PMS				
175,000KM PMS				
180,000KM PMS				
Avanza SAB 9137 (IV-A)	1	lot	25,876.19	
125,000KM PMS				
130,000KM PMS				
135,000KM PMS				

Hilux SAB 5295 (NCR)	1	lot	33,589.16	
105,000KM PMS				
110,000KM PMS				
115,000KM PMS				
Innova SKW 292 (CDRRHR)	1	lot	33,869.16	
245,000KM PMS				
250,000KM PMS				
255,000KM PMS				
Innova SKW 294 (CDRR)	1	lot	34,541.16	
180,000KM PMS				
185,000KM PMS				
190,000KM PMS				
Innova SLG 432 (CCHUHSRR)	1	lot	44,861.66	
155,000KM PMS				
160,000KM PMS				
165,000KM PMS				
Innova SLG 452 (CFRR)	1	lot	33,837.16	
210,000KM PMS				
215,000KM PMS				
220,000KM PMS				
Innova SAA 8735 (PPS)	1	lot	33,837.16	
210,000KM PMS				
215,000KM PMS				
220,000KM PMS				
Innova SKW 586 (NCR)	1	lot	45,029.66	
190,000KM PMS				
195,000KM PMS				
200,000KM PMS				
Innova SKW 534 (NCR)	1	lot	44,925.66	
200,000KM PMS				
205,000KM PMS				
210,000KM PMS				
Grandia SKW 291 (NCR)	1	lot	34,541.16	
180,000KM PMS				
185,000KM PMS				
190,000KM PMS				
Crosswind DOE 125 (FDAC)	1	lot	23,512.53	
65,000KM PMS				
70,000KM PMS				
75,000KM PMS				
<b>NOTE: For the Scope of Works, Delivery Period, Payment Terms, and other requirements please, see attached Terms of Reference.</b>				
GRAND TOTAL:				

Delivery Period: \_\_\_\_\_  
 \*Warranty: \_\_\_\_\_  
 Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We hereby submit the price quotation on the item/s noted above, within the stated delivery period and price validity.

Canvassed By: \_\_\_\_\_

\_\_\_\_\_  
 Name of Canvasser & Position Title

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

Tel. No / Cellphone No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date Conducted: \_\_\_\_\_

DTN: see DTN of Originating Offices



NOTE /INSTRUCTIONS TO THE INTERESTED BIDDERS:

1. ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY HANDWRITTEN. THE USE OF THIS RFQ IS HIGHLY ENCOURAGED TO MINIMIZE ERRORS OR OMISSION OF THE REQUIRED MANDATORY PROVISIONS. INTERESTED BIDDERS MAY SUBMIT QUOTATIONS PROVIDED THAT ABOVE MATRIX DETAILS ARE COMPLETELY PROVIDED AND SHALL BE SUBMITTED USING COMPANY LETTERHEAD;
2. DELIVERY OF SERVICES SHALL BE DONE **BASED ON THE DATE STATED IN THE TERMS OF REFERENCE ATTACHED**;
3. WARRANTY SHALL BE 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
4. PRICE VALIDITY SHALL BE **ONE HUNDRED TWENTY (120) CALENDAR DAYS**;
5. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED, IF APPLICABLE;
6. PLEASE QUOTE YOUR GOVERNMENT PRICE(S) INCLUDING VAT OR OTHER APPLICABLE TAXES AND OTHER INCIDENTAL EXPENSES FOR THE TERMS LISTED/ATTACHED.
7. Interested Bidders/Suppliers not directly invited may participate. The duly accomplished RFQ with their Proposal shall be submitted on or before the deadline for submission of the proposal or any extension thereof. The following supporting documents for the PROJECT SHALL also be submitted during submission of the proposal/offers:  
1.) Valid Mayor's Permit; 2.) Valid PhilGEPS Registration Number; 3.) Income/Business Tax Return (for ABCs above 500k); 4.) Omnibus Sworn Statement (for ABCs above 50k)
8. PLEASE SUBMIT YOUR BEST QUOTATION/S OR VIA EMAIL ADDRESSED DIRECTLY TO:

ENGR. ANA TRINIDAD F. RIVERA, MSc  
Chairperson, BIDS AND AWARDS COMMITTEE  
FOOD AND DRUG ADMINISTRATION  
CIVIC DRIVE FILINVEST, ALABANG, MUNTINLUPA CITY

c/o ATTY. ALBERTITO C. GARCIA  
Head Secretariat, FDA-CENTRALIZED BIDS AND AWARDS COMMITTEE  
or email at: bacsec@fda.gov.ph

DEADLINE OF SUBMISSION OF QUOTATION/S WILL BE ON: **15 March 2024, 5:00 PM.**

9. LATE BIDS SHALL NOT BE ACCEPTED;
10. FOR OTHER INQUIRIES/ CONCERNS ABOUT THE ITEMS, PLEASE CONTACT BAC SEC at bacsec@fda.gov.ph;
11. THE FOOD AND DRUG ADMINISTRATION RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, DECLARE A FAILURE OF THE PROCUREMENT, OR NOT AWARD THE CONTRACT AT ANY TIME PRIOR TO CONTRACT AWARD IN ACCORDANCE WITH SECTION 41 OF RA 9184 AND ITS IRR, WITHOUT INCURRING ANY LIABILITY TO THE AFFECTED BIDDER OR BIDDERS.
12. WARRANTY (Section 62 of the Revised IRR of RA 9184): FOR THE PROCUREMENT OF GOODS, IN ORDER TO ASSURE THAT MANUFACTURING DEFECTS SHALL BE CORRECTED BY THE SUPPLIER, A WARRANTY SECURITY SHALL BE REQUIRED FROM THE CONTRACT AWARDEE 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%) BUT NOT TO EXCEED FIVE PERCENT (5%) OF EVERY PROGRESS PAYMENT, OR A SPECIAL BANK GUARANTEE EQUIVALENT TO AT LEAST ONE PERCENT (1%) BUT NOT TO EXCEED FIVE PERCENT (5%) OF THE TOTAL CONTRACT PRICE. THE SAID AMOUNTS SHALL ONLY BE RELEASED AFTER THE LAPSE OF WARRANTY PERIOD OR, IN THE CASE OF EXPENDABLE SUPPLIES, AFTER CONSUMPTION THEREOF; PROVIDED, HOWEVER, THAT THE SUPPLIES DELIVERED ARE FREE FROM PATENT AND LATENT DEFECTS AND ALL THE CONDITIONS IMPOSED UNDER THE CONTRACT HAVE BEEN FULLY MET.
12. LIQUIDATED DAMAGES (Section 68 of the Revised IRR of RA 9184): ALL CONTRACTS EXECUTED IN ACCORDANCE WITH THE ACT AND THIS IRR SHALL CONTAIN A PROVISION ON LIQUIDATED DAMAGES WHICH SHALL BE PAYABLE BY THE CONTRACTOR IN CASE OF BREACH THEREOF. FOR THE PROCUREMENT OF GOODS, INFRASTRUCTURE PROJECTS AND CONSULTING SERVICES, THE AMOUNT OF THE LIQUIDATED DAMAGES SHALL BE AT LEAST EQUAL TO ONE-TENTH OF ONE PERCENT (0.001) OF THE COST OF THE UNPERFORMED PORTION FOR EVERY DAYS OF DELAY. ONCE THE CUMULATIVE AMOUNT OF LIQUIDATED DAMAGES REACHES TEN PERCENT (10%) OF THE AMOUNT OF THE CONTRACT, THE PROCURING ENTITY MAY RESCIND OR TERMINATE THE CONTRACT, WITHOUT PREJUDICE TO OTHER COURSES OF ACTION AND REMEDIES AVAILABLE UNDER THE CIRCUMSTANCES.

# ***Terms of Reference***

**Project Title: Procurement of Three (3) Consecutive Periodic Maintenance Services of Service Vehicles of the Food and Drug Administration**

## **I. BACKGROUND AND RATIONALE**

The Food and Drug Administration (FDA) utilizes service vehicles to perform its responsibilities that involve transportation needs; therefore, it is important that the service vehicles of the FDA be regularly maintained to keep it safe and in good running condition.

## **II. TERMS OF PAYMENT**

Payment to Service Provider shall be made every time a periodic maintenance service is completed for every vehicle included in the contract with the following documentary requirements to be submitted:

- A. A certification by the concerned office that the services for which payment is being claimed have been rendered or delivered in accordance with the terms of the contract and have been duly accepted;
- B. Official receipt; and
- C. Job order report with the necessary repairs and replacement parts needed for the vehicle to be in good condition.
- D. Send Bill Arrangement.

## **III. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Funding Source is the Government of the Philippines (GOP) through the General Appropriations Act of 2024 in the amount of Six Hundred Twenty Seven Thousand Four Hundred Forty-Four Pesos and Ninety Centavos (₱ 627,444.90)

## **IV. PROPOSAL INSTRUCTIONS**

For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 and R.A. 9184 and its Revised IRR.

- a. The Financial Proposal shall contain breakdown of all costs, including cost of supplies and equipment, necessary for execution of the contract;



b. Procuring Entity shall expressly provide, under the Scope of Works which shall form part of the contract that the service provider shall maintain a very satisfactory level of performance throughout the term of the contract using genuine replacement parts.

## **V. MINIMUM STANDARDS FOR THE SERVICE CONTRACT**

To ensure the ease of implementation of the contract and assure that the periodic maintenance services that will be conducted comply with the standard of Toyota, the service provider should:

1. Be an authorized Toyota or Isuzu Dealership or any automotive service center in business for at least five (5) years and with expertise on servicing Toyota and/or Isuzu vehicles (BIR Certificate of Registration / Official Receipt / Purchase Order issued more than five (5) years age);
2. Have previously catered to servicing vehicles of other government agencies (Copy of Notice of Award, Purchase Order, or any proof of transaction with the government);
3. Be within the Greater Manila Area.

## **VI. SCOPE OF WORKS**

The following items shall be included in the works to be done during the conduct of preventive maintenance service for each vehicle model:

### **A. AVANZA**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Gasoline Engine Flush
5. Gas Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

### **B. FORTUNER**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Diesel Engine Flush
5. Diesel Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

**C. INNOVA**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Diesel Engine Flush
5. Diesel Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

**D. HILUX**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Diesel Engine Flush
5. Diesel Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

**E. GRANDIA**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Diesel Engine Flush
5. Diesel Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

**F. CROSSWIND**

1. Check-up
2. Engine Detailing
3. Element Oil Filter
4. Element Fuel Filter
5. Gasket, Drain Plug
6. BVP Engine Oil EXTRM 15W-40
7. Brake Cleaner

Any necessary repairs or parts replacement that is not indicated in this list of items in the scope or works of periodic maintenance shall be informed to the procuring entity through a written report and shall be issued a separate purchase order.

**VII. DELIVERY**

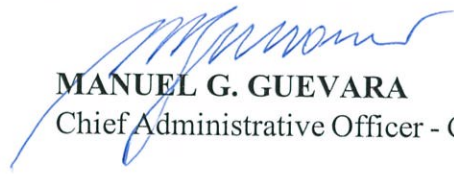
Delivery period shall be within 10 days upon receipt of purchase order / job order.

Prepared by:



**ALDRIN D. FLORES**  
Engineer II

Noted by:



**MANUEL G. GUEVARA**  
Chief Administrative Officer - GSD