



Presidential Communications Office

**Philippine Information Agency**

*Ahensiyang Pang-impormasyon ng Pilipinas*



**RFQ No. 25-04-47**

## **REQUEST FOR QUOTATION**

Procurement Project Title:	<b>Procurement of Vehicle Aircon Cleaning and Preventive Maintenance</b>		
Approved Budget for the Contract (ABC):	106,960.00	Purchase Request No.:	<b>25-04-47</b>
End-User:	Administrative Division	Delivery Period:	Ten (10) days upon receipt of the vehicle.
Source of Funds:	GAA	Deadline for Submission of bids:	30 April 2025 @ 5:00 P.M

Date: 22 April 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section-Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with the Rule V, Section 42 of Republic Act (R.A.) No. 12009 or otherwise known as the New Government Procurement Act, and the use of Small Value Procurement (SVP) under Rule IV, Section 34 of its Implementing Rules and Regulation.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

**Procurement Section/Bids and Awards Committee Secretariat**  
**Philippine Information Agency**  
**2<sup>nd</sup> Flr. PIA Bldg. Visayas Avenue Diliman Quezon City**  
**Email: paul.delossantos@pia.gov.ph**  
**Tel Nos. 8920-43-38/0985-305-0095**

- Suppliers are required to submit the following prior to notification of award:
  - Valid & current Mayor's/Business permit for 2025;
  - Valid & current PhilGEPS Registration Certificate/Number;
  - Income Tax Return (for ABCs above P500K)
  - Omnibus Sworn Statement (for ABCs above P50K);
  - Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form 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.

**ATTY. ALLAN VINCENT B. LORENZO**  
*BAC- Chairperson*

**TERMS AND CONDITIONS:**

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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 PIA 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act (RA) 12009 or the New Government Procurement Act and its IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

### SUPPLIERS QUOTATION

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

UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
	<b>LOT 1</b>			
	<b>VEHICLE AIRCON CLEANING AND PREVENTIVE MAINTENANCE</b>			
units	May 2025	<b>15</b>		
units	Nov 2025	<b>15</b>		
	<b>Approved Budget for the Contract (ABC):</b>	<b>GRAND TOTAL</b>		
	<b><u>Php106,960.00</u></b>	Amount in Words : _____		
		In Figures : Php _____		

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

<i>Company Name:</i>	
<i>Company Address :</i>	
<i>Submitted by : (Authorized Representative)</i>	_____ <i>Signature Over Printed Name</i>
<i>Designation</i>	
<i>Telephone No / Mobile No</i>	
<i>Email Address :</i>	
<i>Date Submitted :</i>	

### **TECHNICAL SPECIFICATIONS**

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

<b>PROJECT TITLE: Procurement of Vehicle Aircon Cleaning and Preventive Maintenance</b>				
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>REMARKS</b> <i>(Brand Name/ Model, etc.)</i>	<b>STATEMENT OF COMPLIANCE</b>
		<b>VEHICLE AIRCON CLEANING AND PREVENTIVE MAINTENANCE</b>		
<b>15</b>	units	May 2025		
<b>15</b>	units	November 2025		
		<b>SCOPE OF WORKS</b>		
		<ul style="list-style-type: none"> <li>• EVAPORATOR PULL DOWN</li> <li>• CLEANING</li> <li>• TESTING</li> <li>• FREON REFILL</li> <li>• OIL ADDING</li> </ul>		
		<b>RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• The Service Provider warrants that it is authorized to engage in and perform work; that it has inspected all relevant documents and has informed itself fully as to the conditions that might affect the nature, extent, and cost of work; that it has sufficient operating capital to perform and complete the work; that it has sufficient and adequate equipment, parts, labor, and materials that may be needed in the performance thereof; that it has the required knowledge, experience, skills, and professional competence to undertake the same; and that it has experienced, skilled, and professionally equipped personnel to be assigned for this purpose.</li> <li>• The Service Provider warrants that the method or process it will follow for the work is the one that will best accomplish the desired results under the existing state of technology; that service parts and materials conforming to the standards for the specific motor vehicle and of the manufacturer shall be supplied and installed; and that all supplies, materials, and equipment to be used in the performance of work described</li> </ul>		

		herein are subject to inspection and acceptance of PIA prior to installation in the vehicle.		
		<p><b>BUDGET FOR THE CONTRACT</b></p> <p>One Hundred Six Thousand Nine Hundred Sixty Pesos (Php 106,960.00) in total or Fifty-Three Thousand Four Hundred Eighty Pesos (Php 53,480.00) per batch in May and November 2025 for 15 vehicles, specifically:</p> <ul style="list-style-type: none"> <li>• 9 units of Isuzu Crosswind 2016</li> <li>• unit of Toyota Fortuner 2012</li> <li>• unit of Toyota Hilux 2012</li> <li>• unit of Toyota Innova 2016</li> <li>• unit of Mitsubishi L300 2005</li> <li>• unit of Mitsubishi L300 FB 2005</li> <li>• 1 unit of Toyota Grandia 2016)</li> </ul>		
		<p><b>CONTRACT DURATION</b></p> <ul style="list-style-type: none"> <li>• Project completion must be within ten (10) days upon receipt of the vehicle.</li> <li>• Service Provider must be available during regular office hours (Monday to Friday / 8:00 AM to 5:00 PM)</li> </ul>		
		<p><b>MODE OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>• Payment shall be made after the successful completion of the project in May and in November 2025 separately.</li> <li>• End-User shall provide Certification of Services Completed as attachment and supporting documents for the processing of payment.</li> </ul>		
		<p><b>WARRANTY</b></p> <p>Three (3) Months on workmanship done</p>		
		<p><b>LIQUIDATED DAMAGES</b></p> <p>In case Supplier's delays in the delivery of goods and/or performance of services, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.</p>		





## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11978781  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** Procurement of Vehicle Aircon Cleaning and Preventive Maintenance  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	25-04-047	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Vehicle Repair and Maintenance	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 106,960.00	<b>Date Published</b>	22/04/2025
<b>Delivery Period:</b>	10 Day/s	<b>Last Updated / Time</b>	21/04/2025 21:14 PM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	30/04/2025 17:00 PM
<b>Contact Person:</b>	Paul John Hechanova Delos Santos Administrative Assistant III Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338  paul.delossantos@pia.gov.ph		

#### Description

RFQ No. 25-04-047

REQUEST FOR QUOTATION

Procurement Project Title: Procurement of Vehicle Aircon Cleaning and Preventive Maintenance

Approved Budget for the Contract (ABC): 106,960.00

Purchase Request No.: 25-04-47

End-User: Administrative Division

Delivery Period: Ten (10) days upon receipt of the vehicle.

Source of Funds: GAA

Deadline for Submission of bids: 30 April 2025 @ 5:00 P.M

Date: 22 April 2025

The Philippine Information Agency (PIA), through its Procurement Section– Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with the Rule V, Section 42 of Republic Act (R.A.) No. 12009 or otherwise known as the New Government Procurement Act, and the use of Small Value Procurement (SVP) under Rule IV, Section 34 of its Implementing Rules and Regulation.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat  
Philippine Information Agency  
2nd Flr. PIA Bldg. Visayas Avenue Diliman Quezon City  
Email: paul.delossantos@pia.gov.ph  
Tel Nos. 8920-43-38/0985-305-0095

1. Suppliers are required to submit the following prior to notification of award:

- a. Valid & current Mayor's/Business permit for 2025;
- b. Valid & current PhilGEPS Registration Certificate/Number;
- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form 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.

ATTY. ALLAN VINCENT B. LORENZO  
BAC- Chairperson

#### ANNEX "A"

##### TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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 PIA 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act (RA) 12009 or the New Government Procurement Act and its IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

#### SUPPLIERS QUOTATION

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

UNIT DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
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LOT 1

VEHICLE AIRCON CLEANING AND PREVENTIVE MAINTENANCE  
15units May 2025  
15units Nov 2025



Approved Budget for the Contract (ABC): Php106,960.00

GRAND TOTAL Amount in Words : \_\_\_\_\_  
In Figures : Php \_\_\_\_\_

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:  
Company Address :

Submitted by : (Authorized Representative)

\_\_\_\_\_  
Signature Over Printed Name  
Designation  
Telephone No / Mobile No  
Email Address :  
Date Submitted :

#### TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

PROJECT TITLE: Procurement of Vehicle Aircon Cleaning and Preventive Maintenance

QTY  
UNIT  
DESCRIPTION  
REMARKS  
(Brand Name/ Model, etc.)

#### STATEMENT OF COMPLIANCE

##### VEHICLE AIRCON CLEANING AND PREVENTIVE MAINTENANCE

15 units May 2025  
15 units November 2025

SCOPE OF WORKS  
• EVAPORATOR PULL DOWN  
• CLEANING  
• TESTING  
• FREON REFILL  
• OIL ADDING

#### RESPONSIBILITIES

- The Service Provider warrants that it is authorized to engage in and perform work; that it has inspected all relevant documents and has informed itself fully as to the conditions that might affect the nature, extent, and cost of work; that it has sufficient operating capital to perform and complete the work; that it has sufficient and adequate equipment, parts, labor, and materials that may be needed in the performance thereof; that it has the required knowledge, experience, skills, and professional competence to undertake the same; and that it has experienced, skilled, and professionally equipped personnel to be assigned for this purpose.
- The Service Provider warrants that the method or process it will follow for the work is the one that will best accomplish the desired results under the existing state of technology; that service parts and materials conforming to the standards for the specific motor vehicle and of the manufacturer shall be supplied and installed; and that all supplies, materials, and equipment to be used in the performance of work described herein are subject to inspection and acceptance of PIA prior to installation in the vehicle.

#### BUDGET FOR THE CONTRACT

One Hundred Six Thousand Nine Hundred Sixty Pesos (Php 106,960.00) in total or Fifty-Three Thousand Four Hundred Eighty Pesos (Php 53,480.00) per batch in May and November 2025 for 15 vehicles, specifically:

- 9 units of Isuzu Crosswind 2016
- unit of Toyota Fortuner 2012
- unit of Toyota Hilux 2012
- unit of Toyota Innova 2016
- unit of Mitsubishi L300 2005
- unit of Mitsubishi L300 FB 2005
- 1 unit of Toyota Grandia 2016)

**CONTRACT DURATION**

- Project completion must be within ten (10) days upon receipt of the vehicle.
- Service Provider must be available during regular office hours (Monday to Friday / 8:00 AM to 5:00 PM)

**MODE OF PAYMENT**

- Payment shall be made after the successful completion of the project in May and in November 2025 separately.
- End-User shall provide Certification of Services Completed as attachment and supporting documents for the processing of payment.

**WARRANTY**

Three (3) Months on workmanship done

**LIQUIDATED DAMAGES**

In case Supplier's delays in the delivery of goods and/or performance of services, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

**TERMINATION**

The Philippine Information Agency reserves the right to terminate the Agreement/Job Order entered into by PIA and the prospective contractor for any violation of this Terms of Reference and any other ground authorized by laws by serving a ten-day written notice to the prospective contractor and without any liability accruing to PIA.

**DELIVERY PERIOD:** Ten (10) days upon receipt of the vehicle.

**PRICE VALIDITY:** Sixty (60) Calendar Days

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date :

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	MV Air Conditioning Unit	Vehicle Aircon Cleaning and Preventive Maintenance	30	Unit	106,960.00

**Created by** Ronelio N Hernandez

**Date Created** 21/04/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.