



**Construction Industry Authority of the Philippines  
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Procurement of Service Provider for the Repair and Maintenance of Motor Vehicles of the Construction Industry Authority of the Philippines**

P.R. No./Date: **25-02015 | 31 January 2025**

RFQ/P No. / Date: **2025-02-013 | 06 February 2025**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

**The following are the required document/s to be submitted as attachment/s to the quotation/proposal:**

*(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Latest Income/Business Tax Return**
- 4 **Notarized Omnibus Sworn Statement**
- 5 **BIR Certificate of Registration (BIR Form No. 2303)**
- 6 **Signed Terms of Reference or Technical Specifications, if applicable**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac\_ciap@construction.gov.ph/russellracelis@construction.gov.ph on or before 13 February 2025, 12:00 NN, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms 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 than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations 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. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,  
*(ORIGINAL Copy Signed)*

**Russell N. Racelis**

*Secretariat, Bids and Awards Committee*

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

*4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

*Telephone: 0917-855-7198 | e-mail: bac\_ciap@construction.gov.ph*

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				<i>(To be filled-out by the supplier)</i>		
1	1 lot	₱ 642,000.00	Three (3) Nissan Almera Two (2) Hyundai Starex One (1) Toyota Inova One (1) Isuzu Sportivo  Maintenance and Repair of Official Vehicles Detailing of Official Vehicles Purchase/Replacemant of CIAP Official Vehicles Tires			
Total ABC			₱ <b>642,000.00</b>			
<b>Delivery and Other Instructions:</b>			Within 30 calendar days upon receipt of Request for repair, supply of materials and other necessary works to be made.			

*(Please provide **complete** information below)*

*We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.*

*We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

*Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.*

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

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

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

**Address :** \_\_\_\_\_

**Telephone / Fax :** \_\_\_\_\_

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

**Company Tax Identification Number :** \_\_\_\_\_



## TERMS OF REFERENCE

### Provision of Service Provider for the Repair and Maintenance of Motor Vehicles of the Construction Industry Authority of the Philippines

#### I. BACKGROUND AND RATIONALE

In order to prevent any possibility of accidents caused by discomfort, deteriorated or broken interior parts of any CIAP official vehicles while they are in transit and also to improve the performance of the vehicles, this repair is intended to be used for maintenance of the CIAP's official vehicles in supporting daily operations of CIAP and its Implementing Boards such as transmission of all official CIAP documents, including those from its implementing boards, providing transportation to CIAP officials, employees and other personnel who require assistance with transportation to official meetings, activities, trainings, ocular visits, and other occasions, and carry out the mandated functions, administrative, and operational support needed by the CIAP and its implementing boards.

CIAP intends to engage a Service Provider for the provision of repair and maintenance services, including the supply and installation of spare parts, detailing of the vehicles, and replacement of tires, if needed, for the CIAP motor vehicles. In the long run, this will result in cost savings of CIAP for maintaining the vehicle's overall performance and value, ensuring safety, preventing costly repairs, and improving fuel efficiency.

#### II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract ("ABC") for this project is **SIX HUNDRED FORTY-TWO THOUSAND PESOS (P 642,000.00)**, inclusive of all applicable taxes and services charges, and subject to the usual government accounting and auditing regulations.

The Breakdown of ABC per activity is as follows:

MOTOR VEHICLES	Maintenance and Repair of Official Vehicles	Official Vehicle Detailing	Replacement of Tires
Two (2) 2020 Hyundai Grand Starex	P300,000.00	P86,000.00	P256,000.00
Three (3) 2017 Nissan Almera			
One (1) 2017 Toyota Innova			
One (1) 2015 Isuzu Sportivo			
<b>OVERALL TOTAL:</b>	<b>P642,000.00</b>		

#### III. SCOPE OF SERVICES

1. Provide job estimate/checklist report prior to the actual commencement of the PMS or repair works subject to the approval of an authorized representative of CIAP through its General Services Division.
2. Perform the services prescribed below:



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES  
 An Attached Agency of the Department of Trade and Industry  
 5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines  
 Website: [www.construction.gov.ph](http://www.construction.gov.ph)  
 E-mail address: [ciap@construction.gov.ph](mailto:ciap@construction.gov.ph)  
 Telephone Numbers: + (632) 8895-6826 or 8895-4424



- i. Inspect Engine system and its components.
  - ii. Replace engine oil.
  - iii. Replace engine oil filter assembly.
  - iv. Replace strainer fuel.
  - v. Replace fuel filter.
  - vi. Replace light (Park light, Break bulb, and Headlight).
  - vii. Inspect air conditioning system and its components.
  - viii. Replace aircon filter and/or pollen filter.
  - ix. Clean air filter.
  - x. Lubricate all door hinges and windows.
  - xi. Top-up all fluids.
  - xii. Check tire pressure and wheel condition.
  - xiii. Provide engine tune-up.
  - xiv. Inspect brake system and its components.
  - xv. Provide brake cleaner.
  - xvi. Provide exterior cleaning / car wash.
  - xvii. Purchase and replacement of car tires, if necessary and as requested by the CIAP.
  - xviii. Provide vehicle repair and detailing, as requested by the CIAP.
  - xix. Provide necessary tools and materials to complete the works.
- \*Note: Based from last PMS, whichever comes first.*

#### IV. REQUIREMENTS

1. The Service Provider must have service centers located within Metro Manila.
2. At least one (1) Service Adviser or one (1) Sales Adviser must be available as the need arises to attend to the concerns of CIAP.
3. Availability of the service centers from 8:00 AM to 5:00 PM daily (Monday – Friday).
4. Necessary spare parts, materials, tools, manpower and equipment to carry out the necessary PMS works.
5. Safekeeping of CIAP motor vehicles during PMS at the service center.
6. Maintain strict control of all accountable documents. This includes logs and registers required by CIAP. These documents will be made available to CIAP upon request. Each vehicle should have a file and history records.
7. The Service Provider shall supply and install genuine service parts and materials conforming to the standards for the specific motor vehicle and always ensure availability of said items.
8. The Service Provider shall only use fully synthetic engine oil or recommended standard engine oil as prescribed by the manufacturer.
9. The Service Provider shall ensure the recommended level of all fluids and lubricants replenishment fluids / lubricants to include; Engine oils, transmission, brake and hydraulic fluids, gear lubricants, and coolants that meet the standards set forth by the authorized dealer for the motor vehicle.

10. Provide service billing/billing statement/statement of account indicating guaranty/warranty cover and Official Receipt for every PMS accomplished by the Service Provider. Billings shall be made based on actual repair, supplied materials and other necessary works made
11. In case of services not covered by this Section, separate sales/service invoice, billing statement and/or statement of account and Official Receipt shall be issued by the Service Provider.
12. Provide recommendation and post-inspection report after PMS and repair done by the service provider in preparation for the next schedule.
13. No additional fees shall be charged for the storage of vehicles prior to repair and after the repair.

#### **V. MODE OF PROCUREMENT**

The procurement shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to R.A. No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR).

#### **VI. PAYMENT SCHEME**

Payment shall be based on actual repair, supplied materials and other necessary works made subject to the submission of billing statement, and issuance of Certificate of Satisfactory Services Rendered and Certificate of Inspection by the end-user.

In cases the actual repair, supplied materials and other necessary works made exceed the contract amount, Job Order shall be issued for each excess, not to exceed ten percent (10%) of the total contract price.

If the Service Provider has no LandBank of the Philippines account, payment shall be released and collected within the CIAP premises.

#### **VII. LIQUIDATED DAMAGES**

If the service provider fails to delivery any or all of the goods and/or to perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable law, deduct form the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

#### **VIII. DISPUTE RESOLUTION AGREEMENT/RESOLUTION**

1. Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of proceedings shall be in Makati City.

2. In case of a court suit, the venue shall be courts of competent jurisdiction in Makati City, to the exclusion of all other courts.

Prepared by:

  
**JOHN VINCENT B. PEDUCHE**  
Administrative Aide VI, AFMD

Reviewed by:

  
**RUSSELL N. RACELIS**  
Supervising Administrative Officer, AFMD

Recommending Approval:

  
**RUFINO H. TIVIDAD**  
Chief Administrative Officer, AFMD

Approved by:

  
**Atty. HERBERT D.G. MATIENZO**  
Acting Executive Director, CIAP

**CONFORME:**

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all of the requirements and deliverables needed for the Provision of Repair and Maintenance of Motor Vehicles of the Construction Industry Authority of the Philippines.*

\_\_\_\_\_  
Name and Signature of Authorized Representative of the Service Provider

\_\_\_\_\_  
PhilGEPS Registration Number

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Date