

## REQUEST FOR QUOTATION

Date: MAR 12 2025  
RFQ No. 2025-105058

The **Philippine Health Insurance Corporation (PhilHealth)** through its Secretariat for the Bids and Awards Committees (SBAC), intends to procure:

**Procurement of Repair and Maintenance Services for Transportation Equipment**

Approved Budget : Php 68,283.33  
Purchase Request No/s : PR no. 2025-01-041  
Mode of Procurement : NPSV  
Period of Submission : March 20-28, 2025  
Delivery Period : Contract of Service until December 31, 2025

Interested bidders/ suppliers of known qualifications are hereby invited to submit quotation signed by its authorized representative at the address below and/or thru email to the following addresses:

**Secretariat or the Bids and Awards Committee (SBAC)/ Procurement Unit**  
PhilHealth Regional Office IVA  
Brgy Ilayang Dupay Lucena City  
Telephone: 02-84417444 local 5116  
procurement.pro4a@gmail.com  
bac.pro4a@philhealth.gov.ph

  
**MARIVETH A. ALCALA**  
Canvasser

  
**GRACE D. RAMILO**  
Head of Procurement Unit/ End-User

Supplier who will submit a proposal / offer with the **lowest calculated quotation** shall be selected. A copy of the following documentary requirements as prescribed in the IRR of RA9184 for NPSV (Sec 53.9) shall be submitted **within three (3) working days upon notification.**

1. Mayor's /Business Permit for CY2025;
2. PhilGEPs Registration Number;
3. Proof of PhilHealth Contribution (latest)
4. Omnibus Sworn Statement (50K and above)
5. ITR/Business Tax Return (ABC above 500K)

**\*\*INSTRUCTION TO SUPPLIERS\*\***

- Submit your quotation using the prescribed **Quotation Form** (Annex A of the RFQ).
- Accomplish the **Quotation Form** and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **accomplished prescribed/standard Quotation Form** and **Documentary Requirements** as stated above **within the prescribed deadline shall automatically be disqualified.**



## "ANNEX A"

## QUOTATION FORM

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_  
**Official Email Address:** \_\_\_\_\_

After having carefully read and accepted the Terms and Conditions of this RFQ specified in Annex B, hereunder is our quotation/s for the item as follows:

Item No.	Approved Budget			ITEM Description and Technical Specifications	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	Supplier's Offer Do not fill this out if you did not comply with the Tech Specs	
	QTY	Unit Price	Total Price			Unit Price	Total Price
1	1 lot	68,233.33	68,233.33	<b>Periodic Maintenance of LHIO San Pablo City service vehicle: Isuzu Crosswind XUV-AT KGS 2017 SAB 4458</b>  <input type="checkbox"/> Comply <input type="checkbox"/> Not comply			
				<u>Details:</u>			
				<b>First Quarter 2025:</b> Change oil (motor/engine oil 15w-40w) = 7 liters Replacement of Oil Filter = 1 unit Cleaning of air filter = 1 lot Cleaning of front and rear brakes = 1 lot Brake cleaner = 2 units Checking of under chassis = 1 lot Greasing = 1 lot Labor and materials = 1 lot			
				<b>Second Quarter 2025:</b> Change oil (motor/engine oil 15-40w) = 7 liters Replacement of Oil Filter = 1 unit Replacement of Air Filter = 1 unit Replacement of Front and rear brakes = 1 lot Brake cleaner = 2 units Replacement of alternator belt, aircon belt & power steering belt = 3 units Labor & materials = 1 lot			

				<b>Third Quarter 2025:</b> Change oil (motor/engine oil 15w-40w) = 7 liters Replacement of Oil Filter = 1 unit Cleaning of Air Filter = 1 lot Cleaning of front and rear brakes = 1 lot Brake cleaner = 2 units Checking of underchassis = 1 lot Greasing = 1 lot General Cleaning of Aircon = 1 lot Labor & Materials = 1 lot			
				<b>Fourth Quarter 2025:</b> Change oil (motor/engine oil 15w-40w) = 7 liters Replacement of Oil Filter = 1 unit Cleaning of Air Filter = 1 lot Cleaning of Front and rear brakes = 1 lot Brake cleaner = 2 units Replacement of transmission oil (ATF)= 5 liters Cleaning of transmission oil pan and replacement of gasket = 1 lot Replacement of Fuel Filter = 1 unit Replacement of Radiator fluid/coolant = 5 liters Replacement of brake fluid = 1 liter Labor and materials = 1 lot			
						<b>GRAND TOTAL:</b>	

**COVERAGE:**

The duration of service agreement shall start upon signing of Contract of Service until December 31, 2025.

**SCOPE OF SERVICES:**

The shop shall provide all or any of the following parts and services to LHIO San Pablo City vehicle as stated in the request for service/s (Purchase /Job Request):

- Oil/Fuel/Air filter.
- Periodic engine change oil.
- Oil/Fuel/Air filter replacement.
- Brake pad/shoe.
- Brake pad/shoe replacement.
- Brake Check-up and Cleaning services with Brake cleaner.
- Alternator Belt/Aircon Belt/Power steering Belt
- Alternator Belt/Aircon Belt/Power steering Belt replacement
- Aircon general cleaning
- Transmission oil/transmission oil pan/gasket/radiator fluid
- Transmission oil/transmission oil pan/gasket/radiator fluid replacement

**A. Personnel Requirement**

The motor repair shop must have in its employment during the contract duration the following:

- one (1) professional mechanic
- at least two (2) assistant

**B. Duties and Obligations of the Motor Repair Shop:**

1. The Shop, upon the request of the duly authorized representative of the PRO IVA- LHIO San Pablo City, shall provide any of the above mentioned services.
2. Before any repair work can be initiated to the corporate vehicle, the shop shall ensure that the request for service is duly signed by the approving authorities of PRO IVA as enumerated in Contract of Services.
3. The Shop shall be accountable for the safety of the corporate vehicles while parked in their garage.
4. The Shop shall be under the direct control and supervision of the PRO IVA- LHIO San Pablo City in so far as the requirement of the corporate vehicle are concerned.
5. The Shop shall ensure that all services to be done to the corporate vehicle are legitimate and necessary.
6. The Shop shall assume the accountability of all other sub-contracted work to be own including all defects and subsequent rectification/s and back jobs.

**C. Other Terms and Conditions that will be included in the Contract with the Winning Bidder**

The Shop must be of good standing and should have in its possession the necessary tools and equipment to handle required vehicular services/maintenance.

**PAYMENT UNDER THE CONTRACT**

1. Payments for every services rendered and parts replaced shall be made by the PRO to the shop Fifteen (15) working days upon receipt of Billing Statement. It is understood that any and all payments to be released by the PRO to the Shop shall be subject to the withholding of applicable tax/taxes.
2. All taxes payable to the Government shall be borne by the Shop.
3. Any increase in the cost of services during the contract period is not allowed.
4. The Shop shall be liable for damages or losses to the vehicle/s that may directly or indirectly be attributable to the negligence of the shop.
5. The Shop shall assume full responsibility for the payment of wages of laborers under its employ. The Shop shall accordingly hold free the PRO IVA from any liability and/or potential legal suit in connection therewith.

\*\*\* nothing follows\*\*\*

COMPLIANCE TO THE DELIVERY PERIOD UPON RECEIPT OF THE P.O / J.O./ Contract	Statement of Compliance ("Comply" or "Not Comply")
Contract of Service until December 31, 2025	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

I hereby certify to comply and deliver all the above requirements.

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

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

 \_\_\_\_\_  
 Date


## "ANNEX B"

### TERMS AND CONDITION:

1. Suppliers/Bidders shall provide correct and accurate information required in this form.
2. **Suppliers/Bidders shall quote on Item.**
3. Price quotation/s must valid for **thirty (30) calendar days** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
5. Quotation exceeding the Approved Budget for the Contract of the item shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure), passed the technical evaluation or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications and the official address of the corporation.
9. PhilHealth shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of the two or more bidders are determined to have submitted to the Lowest Calculated Quotation/Lowest calculated and Responsive Quotation, PhilHealth shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
11. **Payment shall be made via check (Land Bank) after delivery and upon the submission of the required supporting documents, inspection and acceptance.**
12. 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 impose per day of delay. PhilHealth shall rescind the contract once the cumulative amount of the other courses of action and remedies open to it.
13. Warranty Security of 1% of the gross amount (for items with warranty) shall be automatically deducted from the contract for a minimum warranty period of (3) months for expendable goods or (1) year warranty for non-expendable goods and shall be returned after the lapse of the warranty period provided however that the goods delivered are free from defects an all the conditions imposed under the contract have been fully met.
14. The contracting parties shall comply with Office Order No. 0018-2015 "Reiteration of PhilHealth No Gift policy (Revision 1).
15. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and al statements and information provided therein are true and correct.

I hereby declare that I understand and acknowledge the terms and conditions listed.

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

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

\_\_\_\_\_  
Date

