



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT  
BIDS AND AWARDS COMMITTEE –  
GOODS AND SERVICES



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTOR VEHICLE (PARTS AND LABOR)**

**PROJECT NO. CGSD-24-VRM-0360**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

# Table of Contents

**Glossary of Acronyms, Terms, and Abbreviations .....4**

**Section I. Invitation to Bid.....7**

**Section II. Instructions to Bidders.....8**

1. Scope of Bid .....12

2. Funding Information..... 12

3. Bidding Requirements ..... 12

4. Corrupt, Fraudulent, Collusive, and Coercive Practices 12

5. Eligible Bidders..... 12

6. Origin of Goods ..... 13

7. Subcontracts ..... 13

8. Pre-Bid Conference ..... 13

9. Clarification and Amendment of Bidding Documents ..... 13

10. Documents comprising the Bid: Eligibility and Technical Components ..... 144

11. Documents comprising the Bid: Financial Component ..... 14

12. Bid Prices ..... 14

13. Bid and Payment Currencies .....15

14. Bid Security ..... 15

15. Sealing and Marking of Bids .....15

16. Deadline for Submission of Bids ..... 16

17. Opening and Preliminary Examination of Bids ..... 16

18. Domestic Preference ..... 16

19. Detailed Evaluation and Comparison of Bids ..... 16

20. Post-Qualification ..... 17

21. Signing of the Contract ..... 17

**Section III. Bid Data Sheet .....18**

**Section IV. General Conditions of Contract .....22**

1. Scope of Contract ..... 23

2. Advance Payment and Terms of Payment ..... 23

3. Performance Security ..... 23

4. Inspection and Tests ..... 23

5. Warranty ..... 23

6. Liability of the Supplier ..... 24

**Section V. Special Conditions of Contract .....25**

**Section VI. Schedule of Requirements .....29**

**Section VII. Technical Specifications .....32**

**Section VIII. Checklist of Technical and Financial Documents .....30**

# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# ***Section I. Invitation to Bid***

## **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





QUEZON CITY GOVERNMENT  
BAC – GOODS AND SERVICES

INVITATION TO BID



April 05, 2024

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CGSD-24-VPA-0359	CITY GENERAL SERVICES DEPARTMENT	RM - MOTOR VEHICLES (SPARE PARTS)	P 9,804,258.50	GENERAL FUND	7 MONTHS
2	CGSD-24-VRM-0360	CITY GENERAL SERVICES DEPARTMENT	CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTOR VEHICLE (PARTS AND LABOR)	P 6,879,960.83	GENERAL FUND	7 MONTHS
3.	CGSD-23-MF-1647	CITY GENERAL SERVICES DEPARTMENT	SUPPLY AND DELIVERY OF DRY CONTAINER VAN	P 2,400,000.00	GENERAL FUND	30 CD
4.	ENGINEERING-24-HCS-0445	DEPARTMENT OF ENGINEERING	VARIOUS HARDWARE AND CONSTRUCTION SUPPLIES	P 24,127,602.76	GENERAL FUND	7 MONTHS
5.	ENGINEERING-24-OE-0458B	DEPARTMENT OF ENGINEERING	CLAMP METER AND OTHERS	P 1,283,243.82	GENERAL FUND	60 CD
6.	ENGINEERING-24-SOP-0552B	DEPARTMENT OF ENGINEERING	TRAFFIC CONE AND OTHERS	P 1,435,759.50	GENERAL FUND	60 CD
7.	DPOS-24-SOP-0574	DEPARTMENT OF PUBLIC ORDER AND SAFETY	RAINCOAT AND OTHERS	P 4,016,591.00	GENERAL FUND	60 CD
8.	CONSO-24-MSLI-0715	NOVALICHES DISTRICT HOSPITAL	LINE 1: VARIOUS REAGENTS FOR CHEMISTRY ANALYZER LINE 2: VARIOUS LABORATORY SUPPLIES	P 3,039,179.90 P 6,076,885.95	GENERAL FUND	7 MONTHS
9.	NDH-24-AAS2-0567	NOVALICHES DISTRICT HOSPITAL	AIRCONDITIONING UNIT	P 1,121,912.00	GENERAL FUND	60 CD
10.	OCM-24-PCP1-0564	OFFICE OF THE CITY MAYOR	CUSTOMIZED PILLOW BLANKET	P 3,600,000.00	GENERAL FUND	30 CD
11.	OCM-24-EMS-0669	OFFICE OF THE CITY MAYOR	VARIOUS SCHOOL SUPPLIES	P 2,999,796.54	GENERAL FUND	30 CD
12.	OCM-24-PCP1-0670	OFFICE OF THE CITY MAYOR	HYGIENE KIT	P 5,999,980.00	GENERAL FUND	30 CD
13.	OCM(POPS)-24-CE1-0553	OFFICE OF THE CITY MAYOR-POPS PLAN	BASE RADIO AND OTHERS	P 4,430,180.00	GENERAL FUND	60 CD
14.	OCM(POPS)-24-IME-0654	OFFICE OF THE CITY MAYOR-POPS PLAN	HEAVY DUTY DUAL POWER MULTI-PURPOSE SHREDDER AND OTHERS	P 12,012,000.00	GENERAL FUND	60 CD
15.	OCM(POPS)-24-SOP-0350	OFFICE OF THE CITY MAYOR-POPS PLAN	PROTECTIVE GEARS AND OTHERS	P 3,647,999.68	GENERAL FUND	45 CD
16.	OCM(POPS)-24-VEHICLES-0653	OFFICE OF THE CITY MAYOR-POPS PLAN	MINI-DUMP TRUCK	P 4,081,000.00	GENERAL FUND	60 CD
17.	OCM(POPS)-24-SOP-0354B	OFFICE OF THE CITY MAYOR-POPS PLAN	BATON	P 2,499,200.00	GENERAL FUND	7 MONTHS
18.	CONSO-24-MF-0720	OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)	LINE 1: WHEELCHAIRS LINE 2: WHEELCHAIRS	P 3,044,000.00 P 2,218,500.00	GENERAL FUND	7 MONTHS
19.	OVM-24-EM-0646	OFFICE OF THE VICE MAYOR	EVENTS MANAGEMENT (COMBAT SPORTS FOR QUEZON CITY GRASSROOTS)	P 1,999,000.00	TRUST FUND	30 CD
20.	QCDRRMO-24-CS1-0545B	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	FOOD AND DRINKS	P 7,000,000.00	GENERAL FUND	7 MONTHS
21.	QCGH-24-IT-0606	QUEZON CITY GENERAL HOSPITAL	SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND TESTING OF NETWORK FIREWALL, COMPUTER ANTIVIRUS SOFTWARE LICENSES, AND DIGITAL ARCHIVING SUPPORT AND SOFTWARE UPGRADE AND CUSTOMIZATIONS FOR THE QUEZON CITY GENERAL HOSPITAL	P 7,907,575.00	GENERAL FUND	60 CD
22.	HEALTH-24-OE-0277	QUEZON CITY HEALTH DEPARTMENT	DIGITAL DUPLICATOR AND OTHERS	P 7,237,300.00	GENERAL FUND	45 CD

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
23.	HEALTH-24-DM-0469	QUEZON CITY HEALTH DEPARTMENT	LINE 1: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT I OF QUEZON CITY	P 101,925,406.14	GENERAL FUND	7 MONTHS
			LINE 2: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT II OF QUEZON CITY	P 174,715,067.04	GENERAL FUND	7 MONTHS
			LINE 3: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT III OF QUEZON CITY	P 80,102,614.89	GENERAL FUND	7 MONTHS
			LINE 4: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT IV OF QUEZON CITY	P 109,205,264.85	GENERAL FUND	7 MONTHS
			LINE 5: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT V OF QUEZON CITY	P 145,596,395.47	GENERAL FUND	7 MONTHS
			LINE 6: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT VI OF QUEZON CITY	P 116,482,048.67	GENERAL FUND	7 MONTHS
24.	QCID-24-ML-0581	QUEZON CITY TOURISM DEPARTMENT	VARIOUS MUSICAL INSTRUMENTS AND OTHERS	P 2,060,822.53	GENERAL FUND	180 CD
25.	QCU-24-IME-0562	QUEZON CITY UNIVERSITY	VARIOUS TOOLS AND EQUIPMENT LEARNING SYSTEM FOR INDUSTRIAL ENGINEERING LABORATORY OF THE QUEZON CITY UNIVERSITY	P 35,000,000.00	TRUST FUND	120 CD
26.	QCU-24-TIPAP-0554	QUEZON CITY UNIVERSITY	FLAT CORD WIRE AND OTHERS	P 1,011,158.78	GENERAL FUND	30 CD
27.	CONSO-24-OBSC-0741	QUEZON CITY UNIVERSITY	INK CARTRIDGE AND OTHERS	P 1,992,107.00	GENERAL FUND	45 CD
28.	RMBGH-24-HCS-0309	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	VARIOUS HARDWARE SUPPLIES AND OTHERS	P 2,099,901.10	GENERAL FUND	30 CD
29.	RMBGH-24-OB-0518	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	DUPLICATING MACHINE AND OTHERS	P 1,161,467.40	GENERAL FUND	30 CD
30.	SSDD-24-FOODSTUFF-0624	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	RICE	P 22,299,680.00	GENERAL FUND	30 CD
31.	CONSO-24-GI2-0735	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LINE 1: PROCUREMENT OF GROCERY PACKS	P 9,561,166.80	GENERAL FUND	30 CD
			LINE 2: PROCUREMENT OF FOOD PACKS	P 4,253,568.00	GENERAL FUND	30 CD
			LINE 3: PROCUREMENT OF FOOD PACKS FOR INDIGENTS	P 166,995,972.00	GENERAL FUND	30 CD
32.	TTMD-24-GARMENTS-0246	TRAFFIC AND TRANSPORT MANAGEMENT DEPARTMENT	LINE 1: PROCUREMENT OF TRAFFIC UNIFORM AND OTHERS	P 7,283,855.00	GENERAL FUND	90 CD
			LINE 2: PROCUREMENT OF T-SHIRT WITH PRINT	P 1,370,000.00		

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund and Trust Fund of various years* intends to apply the sums stated above being the ABC to payments under the contract for *the above stated projects of contract for each lot/item*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for various *Projects*. Delivery of the Goods is required *as stated above*. Bidders should have completed, within *the last three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during *weekdays from 8:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on Monday, April 08, 2024 from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

STANDARD RATES:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
2. Document Request List (DRL)
3. Authorization to Purchase Bidding Documents
  - 3.1 Corporate Secretary Certificate for corporation (specific for the project)
  - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
4. Notarized Joint Venture Agreement (as applicable)

6. The *Quezon City Local Government* will hold a Pre-Bid Conference on **10:30 A.M. of Tuesday, April 16, 2024** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.

Topic: BAC-GOODS Pre-Bid Conference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWdldXk1QT09>

Meeting ID: 848 3500 2246

Passcode: 154733

7. Bids must be duly received by the BAC Secretariat through manual submission at the **2<sup>nd</sup> Floor, Procurement Department, Finance Building, Quezon City Hall Compound** on or before **10:00 A.M. of Tuesday, April 30, 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **11:00 A.M. of Tuesday, April 30, 2024** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Topic: BAC-GOODS & SERVICES BIDDING .

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3lyU29iZGVlWmdKRjZCdz09>

Meeting ID: 858 5085 5933

Passcode: 118682

10. The *Quezon City Local Government* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**ATTY. DOMINIC B. GARCIA**  
OIC, Procurement Department  
2<sup>nd</sup> Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound  
Elliptical Road, Barangay Central Diliman, Quezon City.  
Email Add: [bacgoods.procurement@quezoncity.gov.ph](mailto:bacgoods.procurement@quezoncity.gov.ph)  
Tel. No. (02)8988-4242 loc. 8506/8710  
Website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

  
**MS. M. MARGARITA T. SANTOS, DPA**  
Chairperson, QC-BAC-Goods and Services

# *Section II. Instructions to Bidders*

## **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTOR VEHICLE (PARTS AND LABOR)** with identification number **PROJECT NO. CGSD-24-VRM-0360**.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of **one (1) item**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2024** in the amount of **SIX MILLION EIGHT HUNDRED SEVENTY-NINE THOUSAND NINE HUNDRED SIXTY PESOS AND 83/100 ONLY (Php6,879,960.83)**.

2.2. The source of funding is:

a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.

- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
  - a. Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

---

<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



## 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li><i>A single contract similar to the items to be bid and must be at least <b>fifty percent (50%)</b> of the ABC.</i></li> <li>Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a <b>FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.</b></li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>The amount of not less than <b>Php137,599.22</b> or equivalent to <b>two percent (2%)</b> of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>The amount of not less than <b>Php343,998.05</b> or equivalent to <b>five percent (5%)</b> of ABC if bid security is in Surety Bond.</li> </ol>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> <li><b>No additional requirement</b></li> </ul>
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <ol style="list-style-type: none"> <li><b>Statement of Warranty:</b> <ul style="list-style-type: none"> <li>All works shall be guaranteed by the Service Provider for a period of one (1) month on service and three (3) months on spare parts installed from date of its final acceptance. Back job, if any, shall be done by the Service Provider at no cost to the QCG or "free-of-charge."</li> </ul> </li> <li><b>List of Manpower Requirement indicating their names and positions supported by a <u>Certification</u> of the bidder that they are lawfully employed by the bidder during the duration of the project</b> <ul style="list-style-type: none"> <li>Two (2) competent maintenance managers, and/or supervisor/s</li> <li>One (1) qualified safety officer</li> <li>Ten (10) trained and skilled mechanics</li> </ul> </li> </ol>

	<ul style="list-style-type: none"><li>• Six (6) skilled auto electricians</li><li>• Three (3) auto aircon technicians capable of maintaining and troubleshooting of engines and various repair works of different types of motor vehicles, more especially those included in our fleet of motor vehicles.</li></ul> <p><b>3) List of Maintenance and Repair Facility with minimum area of 150sqm per motor shop and supported by a Proof of Ownership/ Lease of Agreement</b></p> <ul style="list-style-type: none"><li>• The motor shop facility must be located within the strategic location of Quezon City, with at least three (3) motor shops and located along or near main roads, with convenient access, so that motor vehicles for repair may be easily transferred to the Service Provider’s motor shop facility.</li></ul> <p><b>4) Affidavit of Undertaking that the service provider will provide the following:</b></p> <ul style="list-style-type: none"><li>▪ <b><u>Tools and Equipment</u></b><ul style="list-style-type: none"><li>➤ The Motor shop must have basic towing and garage equipment, tools and facilities such as:<ul style="list-style-type: none"><li>▪ Tow Trucks (available 24/7);</li><li>▪ Pit tools such as complete sets of spanners, screw drivers, wrenches, hammers, etc.;</li><li>▪ Wheel spanners for various kinds of vehicles;</li><li>▪ Compressor unit, welding machine, diagnostic scanning equipment, tire equipment, brake lathe machine, coolant brake fluid and transmission flush machines;</li><li>▪ Auto AC tools;</li><li>▪ Normal and Heavy-duty lift jacks;</li><li>▪ Gear box oil dispenser;</li><li>▪ Inspection trolley;</li><li>▪ Grease dispenser;</li><li>▪ Tire change tools, wheel balancing and wheel alignment machines;</li><li>▪ Electrical inspection set such as meters and gauges;</li><li>▪ Working facilities including several covered inspection areas, service bays, washing bays and inspection kits 1 vehicle lift and 1 ramp per workshop; and</li></ul></li><li>• Such other tools and equipment necessary to perform and complete the required repair works.</li></ul></li><li>▪ <b><u>Availability of Spare Parts</u></b><ul style="list-style-type: none"><li>➤ Adequate auto parts inventory required for the usual vehicle defects or malfunctions due to normal wear and tear based on prior experience and business volume needs in order to give quick service and prevent any inconvenience arising from long delay of repair works.</li></ul></li><li>▪ <b><u>Experience</u></b><ul style="list-style-type: none"><li>➤ The service provider must have at least three (3) years of experience in the repairs and maintenance works of motor vehicles of various types.</li></ul></li><li>▪ <b><u>Repairs and Maintenance Services</u></b><ul style="list-style-type: none"><li>➤ All supplies, personnel, equipment, tools, materials, supervision, and other items or services necessary to perform the management and operation of motor vehicle repairs and maintenance functions as defined in the scope of work specified in the Terms of Reference.</li></ul></li></ul>
--	--

	<ul style="list-style-type: none"><li>➤ All supplies and materials of a type and quality that conform to existing vehicle’s specifications and standards. All supplies, materials, and equipment to be used in the performance of work described herein are subject to be checked;</li><li>➤ <b>Top priority</b> and attention to all maintenance requests of the CGSD for any work/job order relative to the scope of work herein defined;</li><li>➤ Warranties for all services performed and “back job”, if any, must be done free of charge;</li><li>➤ Tow Trucks available 24/7 and, if necessary, onsite maintenance for vehicles which, because of their design or immobility, cannot be economically delivered to the vehicle maintenance facility of the Service Provider;</li><li>➤ Specialist for repair and maintenance of all types of vehicles regardless of brand, more especially those vehicles included in our fleet of motor vehicles;</li><li>➤ Services only upon receipt of maintenance request authorized by the head of the CGSD or his/her designated representative. Any unauthorized request should not be entertained by the Service Provider and the cost of such repair will not be paid by the QCG;</li><li>➤ Genuine parts for all categories of services. Replacement parts must be equal to or exceeding the quality supplied by the original vehicle manufacturer;</li><li>➤ Vehicle maintenance normal hours of operation continuously from 8:00AM to 5:00PM daily. However, under extraordinary circumstances when the early completion of the repair of the defective vehicle is extremely necessary, the hours of operation shall be extended beyond 5:00P.M., without any additional cost from the Quezon City Government;</li><li>➤ Preferably accredited motor shop by GSIS;</li></ul> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>
--	---

# *Section IV. General Conditions of Contract*

## **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## 5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.



- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

# Special Conditions of Contract

GCC Clause	
<p>1</p>	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"><li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li><li>b. in the event of termination of production of the spare parts:<ul style="list-style-type: none"><li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li><li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li></ul></li></ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

	<p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows:
4	The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i>

# Section VI. Schedule of Requirements

PROJECT NAME: **CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTOR VEHICLE (PARTS AND LABOR)**  
PROJECT NO. **CGSD-24-VRM-0360**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p><b>CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTOR VEHICLE (PARTS AND LABOR)</b></p> <p><b>Coverage:</b> This Project shall cover the following fleet of city-owned light motor vehicles under the administrative control and supervision of the CGSD:</p> <p><b>Type of Vehicles:</b></p> <ul style="list-style-type: none"><li>• Ambulance</li><li>• Asian Utility Vehicle (AUV)</li><li>• Multi-cab</li><li>• Patrol</li><li>• Pick-Up</li><li>• Sedan</li><li>• Sports Utility Vehicle (SUV)</li><li>• Utility</li><li>• Van</li></ul> <p><b>Scope of Project</b> <b>CORRECTIVE MAINTENANCE:</b> <i>Corrective Maintenance</i> refers to maintenance services that rectify and repair defective functional systems of a vehicle which may be discovered while performing routine inspection, regular preventive maintenance or emergency, sudden, and un-predetermined vehicles' malfunctions due to wear and tear and/or damages resulting from a vehicular accident. The following corrective maintenance services are covered by the scope of work of this Project:</p> <ul style="list-style-type: none"><li>• Car auto detailing</li><li>• Greasing of all fittings</li><li>• Camber alignment</li><li>• Wheel alignment and wheel balancing</li><li>• Under chassis repair</li><li>• Electrical works</li><li>• General engine overhaul</li><li>• Body repair and painting</li><li>• General upholstery</li><li>• Air-conditioning and cooling system</li></ul>	lot	1	Upon Issuance of Notice to Proceed until December 31, 2024

	<ul style="list-style-type: none"><li>• Other repair works as may be referred to by Motorpool Division, CGSD</li><li>• Other services including the needed spare parts, materials and supplies, which are not included in item 1-10 enumerated above may also be covered by this TOR in lieu thereof, provided however, that its costs will not result in excess of the ABC stated in the Terms of Reference (Section XII).</li></ul> <p><b><u>Delivery Period of Maintenance Services</u></b></p> <p>The following maintenance services shall be performed and completed/delivered within the period stated below:</p> <table><tr><th>No.</th><th>Nature of Service</th><th>Completion/Delivery Period (in Calendar Days)</th></tr><tr><td>1.</td><td>Car auto detailing</td><td>3 DAYS</td></tr><tr><td>2.</td><td>Greasing of all fittings</td><td>2 DAYS</td></tr><tr><td>3.</td><td>Camber alignment</td><td>3 DAYS</td></tr><tr><td>4.</td><td>Wheel alignment and wheel balancing</td><td>2 DAYS</td></tr><tr><td>5.</td><td>Under chassis repair</td><td>15 DAYS</td></tr><tr><td>6.</td><td>Electrical job</td><td>15 DAYS</td></tr><tr><td>7.</td><td>General engine overhaul</td><td>30 DAYS</td></tr><tr><td>8.</td><td>Body repair and painting</td><td>30 DAYS</td></tr><tr><td>9.</td><td>General Upholstery</td><td>15 DAYS</td></tr><tr><td>10.</td><td>Air-conditioning and cooling system</td><td>7 DAYS</td></tr></table> <p><b><u>TERMS OF PAYMENT</u></b></p> <p>Claims for payment shall be done by the Service Provider on a “monthly basis” in accordance with the terms and conditions of the contract, supported by the following basic documents, <b>in addition</b> to the documentary requirements mandated by existing COA Rules and Regulations:</p> <ul style="list-style-type: none"><li>• Summary of Monthly Job Order Services Rendered/Completed;</li><li>• Statement of Account;</li><li>• Sales Invoice/s;</li><li>• Approved “Job Order Request” Form duly acknowledged and accepted by the head of the Motorpool Division and by the head of the End-user;</li><li>• Duly accomplished and signed Pre-repair/Post-repair Inspection Report; and</li><li>• Copy of the Contract with the Service Provider</li></ul> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	No.	Nature of Service	Completion/Delivery Period (in Calendar Days)	1.	Car auto detailing	3 DAYS	2.	Greasing of all fittings	2 DAYS	3.	Camber alignment	3 DAYS	4.	Wheel alignment and wheel balancing	2 DAYS	5.	Under chassis repair	15 DAYS	6.	Electrical job	15 DAYS	7.	General engine overhaul	30 DAYS	8.	Body repair and painting	30 DAYS	9.	General Upholstery	15 DAYS	10.	Air-conditioning and cooling system	7 DAYS			
No.	Nature of Service	Completion/Delivery Period (in Calendar Days)																																			
1.	Car auto detailing	3 DAYS																																			
2.	Greasing of all fittings	2 DAYS																																			
3.	Camber alignment	3 DAYS																																			
4.	Wheel alignment and wheel balancing	2 DAYS																																			
5.	Under chassis repair	15 DAYS																																			
6.	Electrical job	15 DAYS																																			
7.	General engine overhaul	30 DAYS																																			
8.	Body repair and painting	30 DAYS																																			
9.	General Upholstery	15 DAYS																																			
10.	Air-conditioning and cooling system	7 DAYS																																			

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



# Section VII. Technical Specifications

## Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

### Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

PROJECT NAME: **CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTOR VEHICLE (PARTS AND LABOR)**  
PROJECT NO. **CGSD-24-VRM-0360**

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A.1	<p><b>CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTOR VEHICLE (PARTS AND LABOR)</b></p> <p><b>Coverage:</b> This Project shall cover the following fleet of city-owned light motor vehicles under the administrative control and supervision of the CGSD:</p> <p><b>Type of Vehicles:</b></p> <ul style="list-style-type: none"><li>• Ambulance</li><li>• Asian Utility Vehicle (AUV)</li><li>• Multi-cab</li><li>• Patrol</li><li>• Pick-Up</li><li>• Sedan</li><li>• Sports Utility Vehicle (SUV)</li><li>• Utility</li><li>• Van</li></ul> <p><b>Scope of Project</b></p> <p><b>CORRECTIVE MAINTENANCE:</b> <i>Corrective Maintenance</i> refers to maintenance services that rectify and repair defective functional systems of a vehicle which may be discovered while performing routine inspection, regular preventive maintenance or emergency, sudden, and un-predetermined vehicles’ malfunctions due to wear and tear and/or damages resulting from a vehicular accident. The following corrective maintenance services are covered by the scope of work of this Project:</p> <ul style="list-style-type: none"><li>• Car auto detailing</li></ul>	

- Greasing of all fittings
- Camber alignment
- Wheel alignment and wheel balancing
- Under chassis repair
- Electrical works
- General engine overhaul
- Body repair and painting
- General upholstery
- Air-conditioning and cooling system
- Other repair works as may be referred to by Motorpool Division, CGSD
- Other services including the needed spare parts, materials and supplies, which are not included in item 1-10 enumerated above may also be covered by this TOR in lieu thereof, provided however, that its costs will not result in excess of the ABC stated in the Terms of Reference (Section XII).

**Delivery Period of Maintenance Services**

The following maintenance services shall be performed and completed/delivered within the period stated below:

No.	Nature of Service	Completion/Delivery Period (in Calendar Days)
1.	Car auto detailing	3 DAYS
2.	Greasing of all fittings	2 DAYS
3.	Camber alignment	3 DAYS
4.	Wheel alignment and wheel balancing	2 DAYS
5.	Under chassis repair	15 DAYS
6.	Electrical job	15 DAYS
7.	General engine overhaul	30 DAYS
8.	Body repair and painting	30 DAYS
9.	General Upholstery	15 DAYS
10.	Air-conditioning and cooling system	7 DAYS

**TERMS OF PAYMENT**

Claims for payment shall be done by the Service Provider on a “monthly basis” in accordance with the terms and conditions of the contract, supported by the following basic documents, **in addition** to the documentary requirements mandated by existing COA Rules and Regulations:

- Summary of Monthly Job Order Services Rendered/Completed;
- Statement of Account;
- Sales Invoice/s;
- Approved “Job Order Request” Form duly acknowledged and accepted by the head of the Motorpool Division and by the head of the End-user;

	<ul style="list-style-type: none"><li>• Duly accomplished and signed Pre-repair/Post-repair Inspection Report; and</li><li>• Copy of the Contract with the Service Provider</li></ul> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
<b>B.</b>	<b>Compliance to the Schedule of Requirements (Section VI)</b>	

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**COST DERIVATION**

**PROJECT NAME: CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTOR VEHICLE (PARTS AND LABOR)**  
**PROJECT NO. CGSD-24-VRM-0360**

**COST OF LABOR**

	Type of Service/Scope of Work	Estimated No. of Units	Estimated Unit Cost	Amount
1.	CAR AUTO DETAILING	40		
2.	GREASING OF ALL FITTINGS	40		
3.	CAMBER ALIGNMENT	46		
4.	WHEEL ALIGNMENT AND WHEEL BALANCING	50		
5.	UNDER CHASSIS REPAIR	50		
6.	ELECTRICAL JOB	40		
7.	GENERAL ENGINE OVERHAUL	30		
8.	BODY REPAIR AND PAINTING	30		
9.	GENERAL UPHOLSTERY	35		
10.	AIR-CONDITIONING AND COOLING SYSTEM	56		
		TOTAL		

**COST OF SPARE PARTS, MATERIALS AND SUPPLIES**

Type of Vehicle	Estimated No. of Units	Estimated Unit Cost (See Details in ANNEX -1/A Below)	Amount
<u>TOYOTA</u>			
-INNOVA	1		
-AVANZA	3		
-REVO/FX	1		
-HI-ACE	5		
-HI-LUX	1		
-VIOS	1		
-COROLLA	1		
<u>MITSUBISHI</u>			
-MONTERO	1		
-L300	1		
-STRADA	1		

-ADVENTURE	1		
<u>ISUZU</u>			
-CROSSWIND	1		
<u>NISSAN</u>			
-URBAN	1		
<u>SUZUKI</u>			
-APV	3		
-S-PRESSO	2		
-ERTIGA	1		
<u>CHEVROLET</u>			
-TRAX	1		
<u>HYUNDAI</u>			
-VENUE	1		
<u>KIA</u>			
-DOUBLE CAB DROPSIDE	1		
<u>FOTON</u>			
-TORNADO	1		
		TOTAL	P

<b><u>COST OF LABOR AND SPARE PARTS,</u></b> <b><u>MATERIALS, SUPPLIES</u> FOR LIGHT-VEHICLES</b> <b>AS (APPROVED BUDGET FOR CONTRACT)</b>	P
--	---

**ANNEX – 1/A**

**Detailed List of Estimated Cost of Spare Parts, Materials and Supplies Per Unit**

TOYOTA INNOVA					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
pc	AIRCON THERMOSTAT	TOYOTA (OEM)	1		
Assy	ALTERNATOR ASSY	TOYOTA (OEM)	1		
pc	AUTO TENSIONER BEARING	NSK	1		
pc	BALL JOINT LOWER	TOYOTA (OEM)	1		
pc	BALL JOINT UPPER	TOYOTA (OEM)	1		
pc	BATTERY TERMINAL	CIRCUIT	1		
Assy	BLOWER MOTOR ASSY FRONT	CALSONIC	1		
Assy	BLOWER MOTOR ASSY REAR	CALSONIC	1		
set	BRAKE CALIPER REPAIR KIT	DENSO	1		
pc	BRAKE LIGHT BULB	CALSONIC	1		
Assy	BRAKE MASTER ASSY	TOYOTA (OEM)	1		
set	BRAKE PADS	TOYOTA (OEM)	1		
set	BRAKE SHOE	TOYOTA (OEM)	1		
pc	CABIN FILTER	DENSO	1		

pc	CAMSHAFT OIL SEAL	TOYOTA (OEM)	1		
pc	CLUTCH DISC	TOYOTA (OEM)	1		
Assy	COMPRESSOR ASSY	CALSONIC/DENSO	1		
bot	COMPRESSOR OIL	DENSO	1		
pc	CONDENSER	DENSO	1		
pc	CONROD BEARING		1		
pc	CRANKSHAFT OIL SEAL	TOYOTA (OEM)	1		
pc	CYLINDER HEAD GASKET	TOYOTA (OEM)	1		
pc	DRIVE TENSIONER ASSY	TOYOTA (OEM)	1		
ltr	ENGINE SUPPORT FRONT		1		
pc	ENGINE SUPPORT LEFT		1		
pc	ENGINE SUPPORT RIGHT		1		
ltr	ENGINE VALVE	TOYOTA (OEM)	1		
Assy	EVAPORATOR ASSY FRONT	DENSO	1		
Assy	EVAPORATOR ASSY REAR	DENSO	1		
pc	EXPANSION VALVE	DENSO	1		
lot	FLUSHING OIL	VALVOLINE	1		
pc	FOG LIGHT BULB	NARVA	1		
kl	FREON R134 A	KLEA	1		
pc	GASKET SHELAC	CYCLONE	1		
pc	GLASS WINDOW		1		
set	HORN		1		
pc	HOSE CLAMP	TOYOTA (OEM)	1		
Unit	HOSE CLAMP	TOYOTA (OEM)	1		
pc	HUB PULLY MAGNETIC COIL	TOYOTA (OEM)	1		
set	IDLER BEARING	TOYOTA (OEM)	1		
Unit	IGNITION COILS	TOYOTA (OEM)	1		
Unit	MOULDING	TOYOTA (OEM)	1		
set	O-RINGS	TOYOTA (OEM)	1		
set	OVERHAULING GASKET	TOYOTA (OEM)	1		
pc	PARK LIGHT BULB	TOYOTA (OEM)	1		
pc	PILOT BEARING	TOYOTA (OEM)	1		
pc	PISTON		1		
set	PISTON RING	TOYOTA (OEM)	1		
set	PRESSURE PLATE	TOYOTA (OEM)	1		
Unit	RACK END	TOYOTA (OEM)	1		
Assy	RADIATOR ASSY	TOYOTA (OEM)	1		
pc	RADIATOR CAP	TOYOTA (OEM)	1		
Unit	REAR VIEW ADHESIVE	TOYOTA (OEM)	1		
set	REBUILDING KIT	TOYOTA (OEM)	1		
pc	RECEIVER DRIER	DENSO	1		
set	RELEASE BEARING	TOYOTA (OEM)	1		
Unit	ROTOR DISC	TOYOTA (OEM)	1		
Unit	SEALANT		1		
Unit	SHOCK ABSORBERS REAR	TOYOTA (OEM)	1		
Unit	SHOCK ABSORBERS FRONT	TOYOTA (OEM)	1		
Unit	SHOCK MOUNTING	TOYOTA (OEM)	1		
Assy	SIDE MIRROR ASSY LH	TOYOTA (OEM)	1		
Tube	SILICONE GASKET	CYCLONE	1		
bot	SILICONE OIL	CYCLONE	1		

Unit	STABILIZER LINK	TOYOTA (OEM)	1		
Unit	STABILIZER LINK BUSHING	TOYOTA (OEM)	1		
pc	STEERING WHEEL COVER		1		
pc	STUD BOLT		1		
set	SUSPENSION ARM BUSHING SMALL	TOYOTA (OEM)	1		
set	SUSPENSION ARM BUSHING UPPER	TOYOTA (OEM)	1		
pc	SUSPENSION BOLT	TOYOTA (OEM)	1		
Assy	TAIL LIGHT ASSY	TOYOTA (OEM)	1		
pc	TENSIONER BEARING		1		
pc	THERMOSTAT	TOYOTA (OEM)	1		
set	TIE ROD END	TOYOTA (OEM)	1		
pc	TIMING BELT	TOYOTA (OEM)	1		
pc	TIMING CHAIN	TOYOTA (OEM)	1		
pc	TIMING CHAIN GUIDE LONG	TOYOTA (OEM)	1		
pc	TIMING CHAIN GUIDE SHORT	TOYOTA (OEM)	1		
pc	TIMING CHAIN TENSIONER	TOYOTA (OEM)	1		
pc	VALVE COVER GASKET	TOYOTA (OEM)	1		
set	VALVE GUIDE	TOYOTA (OEM)	1		
set	VALVE LIFTER	TOYOTA (OEM)	1		
set	VALVE SEAL	TOYOTA (OEM)	1		
Unit	WATER BY-PASS HOSE	TOYOTA (OEM)	1		
Unit	WHEEL BOLT	TOYOTA (OEM)	1		
Unit	WHEEL CAPS	TOYOTA (OEM)	1		
Unit	WINDSHIELD FRONT	TOYOTA (OEM)	1		
set	WIPER BLADES		1		
				<b>TOTAL</b>	
<b>TOYOTA AVANZA</b>					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
Assy	AUXILIARY FAN MOTOR	TOYOTA (OEM)	1		
set	BRAKE PADS	TOYOTA (OEM)	1		
set	BRAKE SHOE	TOYOTA (OEM)	1		
pc.	BALL JOINT	TOYOTA (OEM)	1		
pc	CLUTCH DISC	TOYOTA (OEM)	1		
pc	COMPRESSOR ASSY		1		
Unit	COMPRESSOR OIL	TOYOTA (OEM)	1		
set	CONROD BEARING		1		
pc	CYLINDER HEAD BOLT		1		
pc	DRAIN PLUG		1		
set	EXPANSION VALVE FRONT & REAR	DENSIO	1		
pc	ENGINE SUPPORT RIGHT		1		
kl	FREON 134A	KLEA	1		
pc	HEAD LIGHT BULB	TOYOTA (OEM)	1		
pc	HYDROVAC HOSE		1		
pc	HYDROVAC ASSY		1		
pc	LEFT ENGINE SUPPORT		1		
set	LINER		1		
set	MAIN BEARING		1		
set	HORN		1		
UNIT	HOSE CLAMP	TOYOTA (OEM)	1		
set	O-RINGS	TOYOTA (OEM)	1		



set	OVERHAULING GASKET	TOYOTA (OEM)	1		
set	PISTON ASSY	TOYOTA (OEM)	1		
set	PISTON RING	TOYOTA (OEM)	1		
Assy	POWER WINDOW MAIN SWITCH	TOYOTA (OEM)	1		
pc	PRESSURE PLATE	TOYOTA (OEM)	1		
pc	RACK END	TOYOTA (OEM)	1		
pc	RADIATOR HOSE LOWER	TOYOTA (OEM)	1		
pc	RADIATOR HOSE UPPER	TOYOTA (OEM)	1		
Assy	RADIATOR ASSY	TOYOTA (OEM)	1		
pc	RADIATOR CAP	TOYOTA (OEM)	1		
pc	RELEASE BEARING	TOYOTA (OEM)	1		
pc	RECEIVER DRIER	DENSIO	1		
set	SHOCK ABSORBERS FRONT	TOYOTA (OEM)	1		
set	SHOCK MOUNTING FRONT	TOYOTA (OEM)	1		
pc	TENSIONER		1		
pc	THRUST WASHER		1		
pc	TIE ROD		1		
pc	TIMING CHAIN		1		
pc	TIMING CHAIN GUIDE LONG		1		
pc	TIMING CHAIN GUIDE SHORT		1		
UNIT	VALVE COVER GASKET	TOYOTA (OEM)	1		
pc	WHEEL BEARING		1		
set	WHEEL CAPS	TOYOTA (OEM)	1		
set	WIPER BLADES FRONT & REAR		1		
				<b>TOTAL</b>	
<b>TOYOTA REVO</b>					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
UNIT	AIRCON TENSIONER BEARING	TOYOTA (OEM)	1		
PC	ALTERNATOR BEARING BIG	TOYOTA (OEM)	1		
PC	AUXILIARY FAN MOTOR	TOYOTA (OEM)	1		
PC	AUX FAN SOCKET RELAY	TOYOTA (OEM)	1		
UNIT	AXLE OIL SEAL	TOYOTA (OEM)	1		
UNIT	BALL JOINT UPPER	TOYOTA (OEM)	1		
PC	BATTERY TERMINAL	TOYOTA (OEM)	1		
UNIT	BRAKE HOSE	TOYOTA (OEM)	1		
ASSY	BRAKE MASTER ASSY	TOYOTA (OEM)	1		
SET	BRAKE PADS	TOYOTA (OEM)	1		
SET	BRAKE SHOE	TOYOTA (OEM)	1		
PC	BY PASS HOSE	TOYOTA (OEM)	1		
PC	CALIPER KIT		1		
PC	CALIPER PISTON		1		
UNIT	CAMSHAFT BUSHING	TOYOTA (OEM)	1		
UNIT	CHAIN GUIDE	TOYOTA (OEM)	1		
UNIT	CHAIN TENSIONER	TOYOTA (OEM)	1		
PC	CLEARANCE LIGHT ASSY		1		
UNIT	CLUTCH DISC	TOYOTA (OEM)	1		
ASSY	CLUTCH MASTER ASSY	TOYOTA (OEM)	1		
ASSY	COMPRESSOR ASSY	TOYOTA (OEM)	1		
UNIT	COMPRESSOR OIL	TOYOTA (OEM)	1		
UNIT	CRANKCASE GASKET	TOYOTA (OEM)	1		

UNIT	CRANKSHAFT OIL SEAL	TOYOTA (OEM)	1		
UNIT	CROSS JOINT	TOYOTA (OEM)	1		
UNIT	CYLINDER HEAD GASKET	TOYOTA (OEM)	1		
PC	DISCHARGE HOSE	TOYOTA (OEM)	1		
SET	DISTRIBUTOR O-RING	TOYOTA (OEM)	1		
SET	ENGINE VALVE	TOYOTA (OEM)	1		
ASSY	EVAPORATOR ASSY	TOYOTA (OEM)	1		
PC	EXHAUST INTAKE/MANIFOLD GASKET		1		
PC	EXPANSION VALVE FRONT & REAR		1		
PC	EYE TERMINAL		1		
CAN	FLUSHING OIL		1		
SET	FOG LAMPS		1		
KL	FREON		1		
PC	FUSE		1		
LTR	GEAR OIL	TOYOTA (OEM)	1		
LTR	GREASE CAP		1		
ASSY	HEAD LIGHT ASSY	TOYOTA (OEM)	1		
SET	HEAD TENSIONER WIRE	TOYOTA (OEM)	1		
SET	HIGHTENSION WIRE		1		
SET	HORN	BOSCH/HELLA	1		
UNIT	HOSE CLAMP	TOYOTA (OEM)	1		
ASSY	INJECTION ASSY		1		
SET	O-RING	TOYOTA (OEM)	1		
PC	PARK LIGHT BULB	TOYOTA (OEM)	1		
UNIT	PLASTIC STRAP	TOYOTA (OEM)	1		
PC	PLATE LIGHT BULB		1		
UNIT	PRESSURE BULB	TOYOTA (OEM)	1		
ASSY	PRIMARY CLUTCH MASTER ASSY	TOYOTA (OEM)	1		
PC	RACK END		1		
SET	RACK END BOOT	TOYOTA (OEM)	1		
PC	RADIATOR CAP	TOYOTA (OEM)	1		
PC	RADIATOR HOSE	TOYOTA (OEM)	1		
UNIT	RECEIVER DRIER	TOYOTA (OEM)	1		
UNIT	RELEASE BEARING	TOYOTA (OEM)	1		
UNIT	RESISTOR BLOCK	TOYOTA (OEM)	1		
UNIT	REVERSE SWITCH	TOYOTA (OEM)	1		
UNIT	ROTOR DISC	TOYOTA (OEM)	1		
ASSY	SECONDARY CLUTCH MASTER ASSY	TOYOTA (OEM)	1		
UNIT	SHELLAC GASKET	CYCLONE	1		
ASSY	SIGNAL LIGHT ASSY	TOYOTA (OEM)	1		
UNIT	SILICON GASKET	CYCLONE	1		
UNIT	SPEEDOMETER CABLE	TOYOTA (OEM)	1		
PC	SPENDLE WASHER		1		
SET	STABILIZER BUSHING	TOYOTA (OEM)	1		
UNIT	SUSPENSION ARM BUSHING BIG	TOYOTA (OEM)	1		
UNIT	SUSPENSION ARM BUSHING SMALL	TOYOTA (OEM)	1		
ASSY	TAIL LIGHT ASSY	TOYOTA (OEM)	1		
PC	TAIL LIGHT BULB		1		
SET	TENSIONER BEARING	TOYOTA (OEM)	1		

SET	THERMOSTAT VALVE W/ GASKET	TOYOTA (OEM)	1		
SET	TIE ROD END	TOYOTA (OEM)	1		
PC	TIMING BELT	TOYOTA (OEM)	1		
UNIT	VALVE COVER GASKET	TOYOTA (OEM)	1		
SET	VALVE GUIDE	TOYOTA (OEM)	1		
SET	VALVE LIFTER	TOYOTA (OEM)	1		
SET	VALVE SEAL	TOYOTA (OEM)	1		
PC	VALVE SPRING WASHER		1		
PC	WHEEL BEARING INNER		1		
PC	WHEEL BEARING OUTER		1		
UNIT	WHEEL BOOT	TOYOTA (OEM)	1		
UNIT	WHEEL CAPS	TOYOTA (OEM)	1		
PC	WHEEL HUB CAP		1		
UNIT	WHEEL HUB OIL SEAL	TOYOTA (OEM)	1		
PC	WINDOW RISER		1		
SET	WIPER BLADES	TOYOTA (OEM)	1		
				<b>TOTAL</b>	

TOYOTA HI-ACE/GRANDIA					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
ASSY	ALTERNATOR ASSY	TOYOTA (OEM)	1		
unit	BACK DOOR STAY	TOYOTA (OEM)	1		
set	BLINKER W/ SIREN APPARATUS	TOYOTA (OEM)	1		
set	BRAKE PADS	TOYOTA (OEM)	1		
set	BRAKE SHOE	TOYOTA (OEM)	1		
set	CABIN FILTER		1		
assy	COMPRESSOR ASSY	TOYOTA (OEM)	1		
pc	CLUTCH DISC		1		
unit	COMPRESSOR OIL	DENSIO	1		
ltr	COOLANT		1		
unit	EXPANSION VALVE	TOYOTA (OEM)	1		
set	FEDERAL BLINKER RED & BLUE – GRILL		1		
set	FEDERAL BLINKER RED & BLUE - WINSHIELD		1		
KL	FREON 134A	DENSIO/KLEA	1		
ASSY	HEAD LIGHT ASSY LH	TOYOTA (OEM)	1		
PC	HEAD LIGHT BULB		1		
pc	HOSE CLAMP		1		
pc	LOWER BALL JOINT		1		
pc	LOWER SUSPENSION ARM BUSHING		1		
pc	MODULE APPARATUS		1		
set	O-RINGS	TOYOTA (OEM)	1		
pc	PILOT BEARING		1		
pc	PRESSURE PLATE		1		
pc	PRIMARY CLUTCH ASSY	TOYOTA (OEM)	1		
pc	RACK END		1		
pc	RADIATOR CAP	TOYOTA (OEM)	1		
unit	RADIATOR HOSE LOWER	TOYOTA (OEM)	1		
pc	RELEASE BEARING		1		

unit	RECEIVER DRIER	TOYOTA (OEM)	1		
unit	SHOCK ABSORBERS FRONT	TOYOTA (OEM)	1		
unit	SHOCK ABSORBERS REAR	TOYOTA (OEM)	1		
pc	STABILIZER BAR BUSHING		1		
pc	STABILIZER LINK		1		
pc	THERMOSTAT		1		
pc	TIMING BELT		1		
pc	TIE ROD END		1		
pc	UPPER SUSPENSION ARM ASSY		1		
pc	WHEEL CAPS	TOYOTA (OEM)	1		
set	WIPER BLADES		1		
				<b>TOTAL</b>	

TOYOTA HI-LUX					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
UNIT	AUXILIARY FAN MOTOR	TOYOTA (OEM)	1		
assy	BLOWER MOTOR ASSY	TOYOTA (OEM)	1		
pc	BALL JOINT (LOWER)		1		
pc	BALL JOINT (UPPER)		1		
set	BRAKE LIGHT BULB L/R	TOYOTA (OEM)	1		
assy	BRAKE MASTER ASSY	TOYOTA (OEM)	1		
set	BRAKE PADS	TOYOTA (OEM)	1		
set	BRAKE SHOE	TOYOTA (OEM)	1		
UNIT	CABIN FILTER	TOYOTA (OEM)	1		
UNIT	CLUTCH DISC	TOYOTA (OEM)	1		
pc	COMPRESSOR ASSY		1		
UNIT	COMPRESSOR OIL		1		
pc	ENGINE SUPPORT		1		
assy	EVAPORATOR ASSY	TOYOTA (OEM)	1		
set	EXPANSION VALVE	DENSO	1		
cans	FLUSHING OIL		1		
set	FOG LIGHT BULB L/R	TOYOTA (OEM)	1		
kl	FREON 134A	TOYOTA (OEM)	1		
set	HEAD LIGHT BULBS	KLEA	1		
pc	HOSE CLAMP	TOYOTA (OEM)	1		
pc	HYDRO BACK ASSY		1		
UNIT	IDLER TENSIONER	TOYOTA (OEM)	1		
set	O-RINGS	TOYOTA (OEM)	1		
set	PILOT BEARING	TOYOTA (OEM)	1		
UNIT	PRESSURE PLATE	TOYOTA (OEM)	1		
assy	PRIMARY CLUTCH ASSY	TOYOTA (OEM)	1		
pc	RACK END		1		
pc	RADIATOR HOSE UPPER	TOYOTA (OEM)	1		
UNIT	RECEIVER DRIER	TOYOTA (OEM)	1		
UNIT	RELEASE BEARING	TOYOTA (OEM)	1		
UNIT	ROTOR DISC	TOYOTA (OEM)	1		
assy	SECONDARY CLUTCH ASSY	TOYOTA (OEM)	1		
pc	SHOCK ABSORBER (FRONT)		1		
pc	SHOCK Absorber (rear)		1		

set	SIGNAL LIGHT BULB RH	TOYOTA (OEM)	1		
UNIT	SILICONE OIL		1		
set	SUSPENSION JOINT OUTER LH/RH	TOYOTA (OEM)	1		
set	SUSPENSION RACK END	TOYOTA (OEM)	1		
set	SUSPENSION STAB LINK	TOYOTA (OEM)	1		
pc	TIE ROD		1		
UNIT	TENSIONER BEARING	TOYOTA (OEM)	1		
pc	TIMING BELT	TOYOTA (OEM)	1		
pc	TRANSMISSION Support		1		
pc	WHEEL CAPS		1		
set	WIPER BLADES		1		
				TOTAL	

TOYOTA VIOS					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
ASSY	ALTERNATOR ASSY	TOYOTA (OEM)	1		
PC	BLOWER MOTOR	TOYOTA (OEM)	1		
SET	BRAKE PAD	TOYOTA (OEM)	1		
SET	BRAKE SHOE	TOYOTA (OEM)	1		
UNIT	CABIN FILTER	TOYOTA (OEM)	1		
UNIT	CLUTCH DISC	TOYOTA (OEM)	1		
UNIT	COMPRESSOR OIL	TOYOTA (OEM)	1		
ASSY	CONROD ARM ASSY	TOYOTA (OEM)	1		
UNIT	CRANKSHAFT OIL SEAL	TOYOTA (OEM)	1		
LTR	ENGINE OIL	VALVOLINE	1		
SET	ENGINE SUPPORT REAR	TOYOTA (OEM)	1		
UNIT	ENGINE VALVE	TOYOTA (OEM)	1		
UNIT	EXPANSION VALVE	TOYOTA (OEM)	1		
KL	FREON 134A	DENSIO/KLEA	1		
PC	GREASE	NATIONAL	1		
PC	HOSE CLAMP		1		
SET	LINER	TOYOTA (OEM)	1		
SET	MAIN BEARING	TOYOTA (OEM)	1		
SET	O-RINGS	TOYOTA (OEM)	1		
SET	OVERHAULING GASKET	TOYOTA (OEM)	1		
SET	PISTON ASSY	TOYOTA (OEM)	1		
SET	PISTON RING STD	TOYOTA (OEM)	1		
PC	PLASTIC STRAP		1		
UNIT	PRESSURE PLATE	TOYOTA (OEM)	1		
PC	RADIATOR FAN MOTOR	TOYOTA (OEM)	1		
UNIT	RECEIVER DRIER	TOYOTA (OEM)	1		
UNIT	RELEASE BEARING	TOYOTA (OEM)	1		
SET	SHOCK ABSORBER FRONT	TOYOTA (OEM)	1		
SET	SHOCK MOUNTING	TOYOTA (OEM)	1		
PC	SIGNAL LIGHT BULB 12V	TOYOTA (OEM)	1		
SET	STABILIZER BAR BUSHING	TOYOTA (OEM)	1		
SET	STABILIZER LINK	TOYOTA (OEM)	1		
PC	STRAP		1		
UNIT	STUD BOLT	TOYOTA (OEM)	1		

ASSY	SUSPENSION ARM ASSY	TOYOTA (OEM)	1		
PC	TAIL LIGHT ASSY	TOYOTA (OEM)	1		
SET	THRUST WASHER	TOYOTA (OEM)	1		
SET	TIE ROD END	TOYOTA (OEM)	1		
PC	TIMING CHAIN		1		
PC	TIMING CHAIN GUIDE LONG		1		
PC	TIMING CHAIN GUIDE SHORT		1		
PC	TIMING CHAIN TENSIONER		1		
PC	TRANSMISSION REBUILDING KIT		1		
UNIT	TRUNK CABLE	TOYOTA (OEM)	1		
SET	WIPER BLADES		1		
				<b>TOTAL</b>	

MITSUBISHI MONTERO					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
Assy	ALTERNATOR ASSY		1		
pc	AUTO TENSIONER		1		
pc	BALL JOINT (UPPER)		1		
pc	BALL JOINT(LOWER)		1		
Assy	BLOWER MOTOR ASSY FRONT		1		
pc	BRAKE LIGHT BULB		1		
set	BRAKE PADS		1		
set	BRAKE SHOE		1		
pc	CABIN FILTER		1		
bot	COMPRESSOR OIL		1		
pc	CROSS JOINT		1		
set	ENGINE SUPPORT FRONT		1		
set	ENGINE SUPPORT REAR		1		
UNIT	EVAPORATOR		1		
set	EXPANSION VALVE FRONT & REAR		1		
kl	FREON 134A		1		
pc	HEADLIGHT BULB		1		
pc	HORN		1		
set	O-RINGS		1		
set	PARK LIGHT BULB		1		
pc	PLATE LIGHT BULB		1		
ltr	POWER STEERING FLUID		1		
set	RACK END		1		
Assy	RADIATOR TANK ASSY		1		
pc	RECEIVER DRIER		1		
set	ROTOR DISC		1		
UNIT	SHOCK ABSORBER FRONT		1		
UNIT	SHOCK ABSORBER REAR		1		
UNIT	SHOCK MOUNTING		1		
bot	SILICONE OIL		1		
Assy	STARTER ASSY		1		
pc	TENSIONER		1		
pc	TIE ROD		1		
pc	TIMING BELT		1		

pc	TIMING BELT TENSIONER		1		
pc	WHEEL CAPS		1		
set	WIPER BLADES FRONT & REAR		1		
				<b>TOTAL</b>	

TOYOTA COROLLA					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
UNIT	BALL JOINT	TOYOTA (OEM)	1		
pc	BRAKE PAD		1		
BOT	BRAKE SHOE	TOYOTA (OEM)	1		
pc	CON ROD BEARING		1		
pc	CLUTCH DISC		1		
PC	HOSE CLAMP	TOYOTA (OEM)	1		
PC	ENGINE SUPPORT		1		
PC	ENGINE VALVE		1		
PC	OVERHAULING GASKET		1		
PC	PISTON RING		1		
pc	PRESSURE PLATE		1		
PC	POWER STEERING PRESSURE HOSE		1		
PC	POWER STEERING RACK REPAIR KIT		1		
PC	POWER STEERING RETURN HOSE		1		
UNIT	RACK END	TOYOTA (OEM)	1		
PC	RELEASE BEARING		1		
PC	ROTOR DISC		1		
PC	SHOCK ABSORBER (FRONT)		1		
pc	SHOCK ABSORBER (REAR)		1		
UNIT	STABILIZER LINK	TOYOTA (OEM)	1		
PC	TIMING BELT		1		
UNIT	TIE ROD END	TOYOTA (OEM)	1		
UNIT	TRANSMISSION OIL SEAL	TOYOTA (OEM)	1		
pc	TRANSMISSION SUPPORT		1		
PC	VALVE GUIDE		1		
PC	VACUUM HOSE		1		
PC	VELOCITY ASSY		1		
UNIT	WHEEL BEARING FRONT	TOYOTA (OEM)	1		
SET	WIPER BLADES		1		
				<b>TOTAL</b>	

VEHICLE PART 4 MITSUBISHI (L300)					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
assy	ALTERNATOR ASSY.	mitsubishi (OEM)	1		
unit	ALTERNATOR RETURN HOSE	mitsubishi (OEM)	1		
assy	AUXILIARY FAN MOTOR ASSY.	mitsubishi (OEM)	1		
unit	BALANCER BEARING	mitsubishi (OEM)	1		
pc.	BALANCER BELT	mitsubishi (OEM)	1		
pc.	BALANCER OIL SEAL	mitsubishi (OEM)	1		
unit	BALL JOINT LOWER	mitsubishi (OEM)	1		
set	BALL JOINT UPPER	mitsubishi (OEM)	1		
unit	BELL CRANK	mitsubishi (OEM)	1		
pc.	BRAKE LIGHT BULB		1		
set	BRAKE PADS	mitsubishi (OEM)	1		
set	BRAKE SHOE	mitsubishi (OEM)	1		
assy.	BRAKEMASTER ASSY.	mitsubishi (OEM)	1		
unit	CENTER POST	mitsubishi (OEM)	1		
pc.	CLEARANCE LIGHT ASSY.	mitsubishi (OEM)	1		
unit	CLUTCH DISC	mitsubishi (OEM)	1		
pc.	CLUTCH OPERATING		1		
assy.	COMPRESSOR ASSY.	mitsubishi (OEM)	1		
unit	COMPRESSOR OIL		1		
unit	CRANKSHAFT OIL SEAL	mitsubishi (OEM)	1		
set	CYLINDER HEAD GASKET	mitsubishi (OEM)	1		
unit	DISCHARGE HOSE LONG	mitsubishi (OEM)	1		
unit	DRAG LINK	mitsubishi (OEM)	1		
unit	EVAPORATOR		1		
set	EXHAUST MANIFOLD GASKET	mitsubishi (OEM)	1		
unit	EXPANSION VALVE		1		
pc.	EYE TERMINAL		1		
pc.	FAN MOTOR ASSY.		1		
pc.	FLEXIBLE HOSE	mitsubishi (OEM)	1		
unit	FLUSHING OIL		1		
kl.	FREON		1		
pc.	FUSE		1		
pc.	FUSE HOLDER		1		
pc.	HALF MOON GASKET	mitsubishi (OEM)	1		
pc.	HANDBRAKE CABLE	mitsubishi (OEM)	1		
pc.	HORN		1		
unit	HOSE CLAMP		1		
assy.	IDLER ARM ASSY.	mitsubishi (OEM)	1		
pc.	EDLER BEARING	mitsubishi (OEM)	1		
unit	LOWER SUSPENSION ARM BUSHING	mitsubishi (OEM)	1		
unit	LOWER SUSPENSION RUBBER STOPPER	mitsubishi (OEM)	1		
pc.	OIL PAN BASKET	mitsubishi (OEM)	1		
pc.	OIL SEAL	mitsubishi (OEM)	1		
unit	OIL SENDING UNIT	mitsubishi (OEM)	1		
set	O-RINGS	mitsubishi (OEM)	1		
set	OVERHAULING GASKET	mitsubishi (OEM)	1		
unit	PILOT BEARING	mitsubishi (OEM)	1		



unit	PRESSURE PLATE	mitsubishi (OEM)	1		
assy.	PRIMARY CLUTCH MASTER ASSY.	mitsubishi (OEM)	1		
set	RACK END	mitsubishi (OEM)	1		
assy.	RADIATOR ASSY.	mitsubishi (OEM)	1		
pc.	RADIATOR CAP	mitsubishi (OEM)	1		
pc.	RADIATOR HOSE LOWER	mitsubishi (OEM)	1		
pc.	RADIATOR HOSE UPPER	mitsubishi (OEM)	1		
assy.	BLOWER MOTOR		1		
set	REAR DOOR MECHANISM	mitsubishi (OEM)	1		
unit	RECEIVER DRIER		1		
pc.	REGULATOR	mitsubishi (OEM)	1		
unit	RELEASE BEARING	mitsubishi (OEM)	1		
unit	RESISTOR BLOCK REAR	mitsubishi (OEM)	1		
assy.	SECOND CLUTCH MASTER ASSY.		1		
unit	SHOCK ABSORBERS	mitsubishi (OEM)	1		
assy.	SIDE MIRRORS ASSY.	mitsubishi (OEM)	1		
assy.	SIGNAL LIGHT ASSY.	mitsubishi (OEM)	1		
unit	SILICONE OIL		1		
unit	STABILIZER BAR BUSHING	mitsubishi (OEM)	1		
unit	STRUT BAR BUSHING	mitsubishi (OEM)	1		
assy.	TAIL LIGHT ASSY.	mitsubishi (OEM)	1		
unit	TENSIONER BEARING (big)	mitsubishi (OEM)	1		
unit	TENSIONER BEARING (small)	mitsubishi (OEM)	1		
set	TIE ROD END	mitsubishi (OEM)	1		
pc.	TIMING BELT (big)	mitsubishi (OEM)	1		
pc.	TIMING BELT (small)	mitsubishi (OEM)	1		
pc.	TIRE VALVE		1		
pc.	TORTION BAR BUSHING	mitsubishi (OEM)	1		
set	UPPER SHAFT KIT	mitsubishi (OEM)	1		
set	VALVE COVER GASKET	mitsubishi (OEM)	1		
pc.	WHEEL BEARING INNER		1		
pc.	WHEEL BEARING OUTER		1		
pc.	WHEEL CAPS		1		
assy.	WIPER ARM ASSY.	mitsubishi (OEM)	1		
set	WIPER BLADES		1		
				TOTAL	

mitsubishi strada					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
pc	AIRCON COMPRESSOR		1		
pc	ALTERNATOR ASSY		1		
pc	BALL JOINT (LOWER)		1		
pc	BALL JOINT (UPPER)		1		
pc	BLOWER MOTOR		1		
pc	BRAKE LINING		1		
pc	BRAKE PAD		1		
pc	CLUTCH DISC		1		
pc	COMPRESSOR OIL		1		
pc	CROSS JOINT		1		
pc	ENGINE SUPPORT		1		
pc	EXPANSION VALVE		1		
pc	FLUSHING OIL		1		

pc	FREON		1		
pc	HEAD LIGHT BULB		1		
pc	SIGNAL LIGHT BULB		1		
pc	O-RINGS		1		
pc	PILOT BEARING		1		
pc	PRESSURE PLATE		1		
pc	RACK END		1		
pc	RECEIVER DRIER		1		
pc	RELEASE BEARING		1		
pc	ROTOR DISC		1		
pc	SHOCK ABSORBER (FRONT)		1		
pc	SHOCK ABSORBER (REAR)		1		
pc	STARTER ASSY		1		
pc	TAIL LIGHT BULB		1		
pc	TIE ROD END		1		
pc	TRANSMISSION SUPPORT		1		
pc	WIPER BLADE		1		
pc	WHEEL BEARING		1		
				TOTAL	

MITSUBISHI (ADVENTURE)					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
pc.	A/C THERMOSTAT RESISTOR		1		
assy.	ALTERNATOR ASSY.	MITSUBISHI (OEM)	1		
set	BACK DOOR HANDLE	MITSUBISHI (OEM)	1		
set	BALANCER BEARING	MITSUBISHI (OEM)	1		
pc.	BALANCER BELT	MITSUBISHI (OEM)	1		
set	BALANCER OIL SEAL	MITSUBISHI (OEM)	1		
set	BALL JOINT LOWER	MITSUBISHI (OEM)	1		
unit	BALL JOINT UPPER	MITSUBISHI (OEM)	1		
unit	BLOWER MOTOR	MITSUBISHI (OEM)	1		
set	BRAKE LIGHT		1		
set	BRAKE PADS		1		
set	BRAKE SHOE	MITSUBISHI (OEM)	1		
unit	CAMSHAFT OIL SEAL	MITSUBISHI (OEM)	1		
unit	CLUTCH DISC	MITSUBISHI (OEM)	1		
assy.	COMPRESSOR ASSY.	MITSUBISHI (OEM)	1		
unit	COMPRESSOR OIL		1		
unit	CRANKSHAFT OIL SEAL	MITSUBISHI (OEM)	1		
unit	DISCHARGE HOSE		1		
pc.	ENGINE SUPPORT		1		
assy.	EVAPORATOR ASSY.		1		
unit	EXPANSION VALVE		1		
unt	EXPANSION VALVE BOLT		1		
pc.	FLUSHING OIL		1		
kl	FREON		1		
assy.	FUEL PUMP ASSY.	MITSUBISHI (OEM)	1		
pc.	FUSE		1		
pc.	HALF MOON GASKET	MITSUBISHI (OEM)	1		
pc.	HEAD LIGHT SWITCH	MITSUBISHI (OEM)	1		
pc.	HEADLIGHT BULB		1		
set	HEADLIGHT SOCKET		1		
pc.	HOSE CLAMP		1		
set	O-RINGS		1		
set	OVEHAULING GASKET	MITSUBISHI (OEM)	1		
set	PARK LIGHT		1		
set	PILOT BEARING	MITSUBISHI (OEM)	1		
pc.	PILOT BULB		1		

pc.	POWER STEERING BOOT	mitsubishi (OEM)	1		
unit	PRESSURE PLATE	mitsubishi (OEM)	1		
set	RACK & PONION REPAIR KIT	mitsubishi (OEM)	1		
unit	RACK END	mitsubishi (OEM)	1		
pc.	RADIATOR ASSY	mitsubishi (OEM)	1		
pc.	RADIATOR HOSE LOWER	mitsubishi (OEM)	1		
pc.	RADIATOR HOSE UPPER	mitsubishi (OEM)	1		
unit	RECEIVER DRIER		1		
unit	RELEASE BEARING	mitsubishi (OEM)	1		
set	SHOCK ABSORBER FRONT	mitsubishi (OEM)	1		
set	SHOCK ABSORBER REAR	mitsubishi (OEM)	1		
vial	SILICONE OIL		1		
pc.	TAIL LIGHT BULB		1		
pc.	TAIL PIPE RUBBER HANGER	mitsubishi (OEM)	1		
unit	TIE ROD END	mitsubishi (OEM)	1		
pc.	TIMING BELT BIG	mitsubishi (OEM)	1		
pc.	TIMING BELT SMALL	mitsubishi (OEM)	1		
unit	TRANSMISSION OIL SEAL	mitsubishi (OEM)	1		
set	WIPER BLADES	mitsubishi (OEM)	1		
				TOTAL	

ISUZU CROSSWIND					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
PC	BALL JOINT LOWER		1		
PC	BALL JOINT UPPER		1		
PC	BRAKE MASTER ASSY		1		
ASSY	BLOWER MOTOR ASSY	ISUZU (OEM)	1		
SET	BRAKE PADS	ISUZU (OEM)	1		
SET	BRAKE SHOE	ISUZU (OEM)	1		
SET	CALIPER KIT	ISUZU (OEM)	1		
PC	CENTER LINK		1		
PC	CLUTCH DISC		1		
BOT	COMPRESSOR OIL		1		
ASSY	EVAPORATOR ASSY FRONT	ISUZU (OEM)	1		
ASSY	EVAPORATOR ASSY REAR	ISUZU (OEM)	1		
SET	EXPANSION VALVE		1		
KL	FREON		1		
PC	IDLER ARM		1		
PC	OIL SENDING UNIT		1		
SET	O-RINGS		1		
PC	PILOT BEARING		1		
PC	PRESSURE PLATE		1		
PC	RADIATOR HOSE LOWER	ISUZU (OEM)	1		
PC	RADIATOR HOSE UPPER	ISUZU (OEM)	1		
PC	RELEASE BEARING		1		
SET	RECEIVER DRIER		1		
SET	ROTOR DISC	ISUZU (OEM)	1		
PC	TRANSMISSION KIT		1		
PC	TIE ROD END		1		
PC	WHEEL CAP		1		
SET	WIPER BLADES		1		
				TOTAL	

NISSAN URVAN					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
PC	AIRCON FLASH RELAY		1		
UNIT	AUXILIARY FAN MOTOR	NISSAN (OEM)	1		
PC	SOCKET RELAY		1		
SET	BRAKE PADS	NISSAN (OEM)	1		
SET	BRAKE SHOE	NISSAN (OEM)	1		
UNIT	BALL JOINT LOWER	NISSAN (OEM)	1		
UNIT	BALL JOINT UPPER	NISSAN (OEM)	1		
ASSY	BRAKE MASTER ASSY	NISSAN (OEM)	1		
UNIT	CLUTCH DISC	NISSAN (OEM)	1		
UNIT	COMPRESSOR OIL		1		
ASSY	COMPRESSOR ASSY	NISSAN (OEM)	1		
PC	DISCHARGE HOSE		1		
KL	FREON		1		
ASSY	FRONT EVAPORATOR ASSY		1		
SET	EXPANSION VALVE		1		
SET	O-RING	NISSAN (OEM)	1		
PC	POWER STEERING BELT	NISSAN (OEM)	1		
UNIT	PRESSURE PLATE	NISSAN (OEM)	1		
UNIT	RACK END	NISSAN (OEM)	1		
ASSY	RADIATOR ASSY	NISSAN (OEM)	1		
UNIT	RADIATOR PIPE	NISSAN (OEM)	1		
UNIT	REAR CRANKSHAFT OIL SEAL ASSY	NISSAN (OEM)	1		
UNIT	RECEIVER DRIER		1		
UNIT	RELEASE BEARING	NISSAN (OEM)	1		
UNIT	ROTOR DISC	NISSAN (OEM)	1		
UNIT	SIGNAL LIGHT	NISSAN (OEM)	1		
ASSY	STARTER ASSY	NISSAN (OEM)	1		
SET	SHOCK ABSORBERS FRONT	NISSAN (OEM)	1		
SET	SHOCK ABSORBERS REAR	NISSAN (OEM)	1		
SET	TIE ROD END	NISSAN (OEM)	1		
SET	TOP LIGHT BLINKER W/ SIREN ASSY	NISSAN (OEM)	1		
SET	WIPER BLADE	NISSAN (OEM)	1		
				<b>TOTAL</b>	

SUZUKI APV					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
Assy	AUXILIARY FAN MOTOR		1		
set	BRAKE PADS		1		
set	BRAKE SHOE		1		
pc.	BALL JOINT		1		
pc	CLUTCH DISC		1		
pc	COMPRESSOR ASSY		1		
Unit	COMPRESSOR OIL		1		
set	CONROD BEARING		1		
pc	CYLINDER HEAD BOLT		1		
pc	DRAIN PLUG		1		
set	EXPANSION VALVE FRONT & REAR		1		
pc	ENGINE SUPPORT RIGHT		1		
kl	FREON 134A		1		
pc	FUEL FILTER		1		
pc	HEAD LIGHT BULB		1		
pc	LEFT ENGINE SUPPORT		1		
set	MAIN BEARING		1		
set	HORN		1		
UNIT	HOSE CLAMP		1		
set	O-RINGS		1		

set	OVERHAULING GASKET		1		
set	PISTON ASSY		1		
set	PISTON RING		1		
pc	PRESSURE PLATE		1		
pc	RACK END		1		
pc	RADIATOR HOSE LOWER		1		
pc	RADIATOR HOSE UPPER		1		
Assy	RADIATOR ASSY		1		
pc	RADIATOR CAP		1		
pc	RELEASE BEARING		1		
pc	RECEIVER DRIER		1		
set	SHOCK ABSORBERS FRONT		1		
set	SHOCK MOUNTING FRONT		1		
pc	TENSIONER		1		
pc	THRUST WASHER		1		
pc	TIE ROD		1		
pc	TIMING CHAIN		1		
pc	TIMING CHAIN GUIDE LONG		1		
pc	TIMING CHAIN GUIDE SHORT		1		
UNIT	VALVE COVER GASKET		1		
pc	WHEEL BEARING		1		
set	WHEEL CAPS		1		
set	WIPER BLADES FRONT & REAR		1		
				TOTAL	

SUZUKI S-PRESSO

UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
set	BRAKE PADS		1		
set	BRAKE SHOE		1		
pc.	BALL JOINT		1		
pc	CLUTCH DISC		1		
pc	ENGINE SUPPORT RIGHT		1		
pc	HEAD LIGHT BULB		1		
pc	LEFT ENGINE SUPPORT		1		
set	HORN		1		
set	O-RINGS		1		
pc	PRESSURE PLATE		1		
pc	RADIATOR HOSE LOWER		1		
pc	RADIATOR HOSE UPPER		1		
pc	RADIATOR CAP		1		
pc	RELEASE BEARING		1		
pc	SHOCK ABSORBERS FRONT		1		
pc	SHOCK ABSORBER (REAR)		1		
pc	TENSIONER		1		
pc	TIE ROD		1		
pc	TIMING BELT		1		
pc	WHEEL BEARING		1		
set	WHEEL CAPS		1		
set	WIPER BLADES FRONT		1		
				TOTAL	

SUZUKI ERTIGA

UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
Assy	AUXILIARY FAN MOTOR		1		
set	BRAKE PADS		1		
set	BRAKE SHOE		1		
pc.	BALL JOINT		1		

pc	CLUTCH DISC		1		
set	CONROD BEARING		1		
pc	CYLINDER HEAD BOLT		1		
pc	DRAIN PLUG		1		
set	EXPANSION VALVE FRONT & REAR		1		
pc	ENGINE SUPPORT RIGHT		1		
pc	FUEL FILTER		1		
pc	HEAD LIGHT BULB HIGH & LOW		1		
pc	LEFT ENGINE SUPPORT		1		
set	MAIN BEARING UPPER & LOWER		1		
UNIT	HOSE CLAMP		1		
set	OVERHAULING GASKET		1		
set	PISTON ASSY		1		
set	PISTON RING		1		
pc	PRESSURE PLATE		1		
pc	RACK END		1		
pc	RADIATOR HOSE LOWER		1		
pc	RADIATOR HOSE UPPER		1		
Assy	RADIATOR ASSY		1		
pc	RADIATOR CAP		1		
pc	RELEASE BEARING		1		
pc	RECEIVER DRIER		1		
set	SHOCK MOUNTING FRONT		1		
pc	TENSIONER		1		
pc	THRUST WASHER		1		
pc	TIE ROD		1		
pc	TIMING CHAIN		1		
pc	TIMING CHAIN GUIDE LONG		1		
pc	TIMING CHAIN GUIDE SHORT		1		
pc	WHEEL BEARING FR & RR		1		
set	WHEEL CAPS		1		
				<b>TOTAL</b>	<b>220,668.30</b>

CHEVROLET TRAX					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
assy.	ALTERNATOR ASSY.		1		
pc.	AUXILIARY FAN MOTOR		1		
set	BALL JOINT		1		
set	BOOT CLAMP		1		
set	BRAKE PADS FRONT		1		
set	BRAKE PADS REAR		1		
assy.	COMPRESSOR ASSY.		1		
unit	COMPRESSOR OIL		1		
pc.	ENGINE SUPPORT FRONT		1		
pc.	ENGINE SUPPORT RH		1		
pc.	EXPANSION VALVE		1		
ltr.	FLUSHING OIL		1		
kl.	FREON 134A		1		
pc.	HOSE CLAMP		1		
set	INNER AXLE BOOT		1		
set	INNER DOOR HANDLE LH & RH		1		
pc.	POWER STEERING HOSE		1		
set	RACK END		1		

set	REAR ENGINE SUPPORT		1		
pc.	RECEIVER DRIER		1		
set	ROTOR DISC		1		
set	STABILIZER BAR BUSHING		1		
set	STEERING PUMP OIL SEAL		1		
set	STEERING RACK REPAIR KIT		1		
set	SUSPENSION ARM BUSHING BIG		1		
set	SUSPENSION ARM BUSHING SMALL		1		
set	TIE ROD END		1		
set	WIPER BLADES		1		
				<b>TOTAL</b>	

FOTON TORNADO					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
set	BRAKE SHOE FRONT		1		
set	BRAKE SHOE REAR		1		
pc.	BULBS (24V)		1		
unit	CLUTCH DISC		1		
assy.	CLUTCH MASTER ASSY.		1		
pc.	HEADLIGHTS BULBS		1		
set	HORN 24V		1		
pc.	HYDRAULIC HOSE SIZE		1		
ltr.	HYDRAULIC OIL		1		
unit	PILOT BEARING		1		
pc.	PILOT BULB		1		
pc.	PRESSURE PLATE		1		
unit	PRESSURE PLATE		1		
pc.	PRIMARY CLUTCH MASTER ASSY.		1		
pc.	RELEASE BEARING		1		
pc.	SECONDARY CLUTCH MASTER ASSY.		1		
set	SIDE MIRRORS		1		
assy.	STARTER ASSY.		1		
pc.	TAIL LIGHT BULB		1		
pc.	TRANSMISSION SUPPORT		1		
unit	WHEEL BEARING		1		
set	WIPER BLADE		1		
				<b>TOTAL</b>	

HYUNDAI					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
PC	AIRCON FAN MOTOR		1		
ASSY	ALTERNATOR ASSY		1		
ASSY	AUXILIARY FAN MOTOR ASSY		1		
PC	BALANCER BEARING		1		
SET	BRAKE PADS		1		
SET	BRAKE SHOE		1		
UNIT	CLUTCH DISC		1		

ASSY	COMPRESSOR ASSY		1		
BOT	COMPRESSOR OIL		1		
SET	CONROD BEARING		1		
SET	ENGINE VALVE		1		
PC	EXPANSION VALVE		1		
KL	FREON 134A		1		
PC	HEAD LIGHT BULBS		1		
SET	O-RING		1		
SET	OVERHAULING GASKET		1		
PC	PILOT BEARING		1		
SET	PISTON RING		1		
pc	POWER STEERING BELT		1		
UNIT	PRESSURE PLATE		1		
PC	RECEIVER PLATE		1		
UNIT	RELEASE BEARING		1		
UNIT	ROCKER ARM KNOT		1		
BOT	SILICONE OIL		1		
ASSY	STARTER ASSY		1		
SET	TENSIONER BEARING		1		
pc	TIMING BELT BIG		1		
pc	TIMING BELT SMALL		1		
pc	TIMING BELT TENSIONER		1		
pc	IDLER BEARING		1		
SET	VALVE EXHAUST		1		
SET	VALVE GUIDE		1		
pc	WHEEL CAPS		1		
pc	WIPER BLADES		1		
				TOTAL	
KIA					
UNIT	PARTS	BRAND PARTS	QTY	UNIT COST	AMOUNT
PC	AIRCON FAN MOTOR		1		
ASSY	AUXILIARY FAN MOTOR ASSY		1		
PC	BALANCER BEARING		1		
SET	BRAKE PADS		1		
SET	BRAKE SHOE		1		
UNIT	CLUTCH DISC		1		
BOT	COMPRESSOR OIL		1		
SET	CONROD BEARING		1		
SET	ENGINE VALVE		1		
PC	EXPANSION VALVE		1		
KL	FREON 134A		1		
PC	HEAD LIGHT BULBS		1		
SET	O-RING		1		
SET	OVERHAULING GASKET		1		
PC	PILOT BEARING		1		
SET	PISTON RING		1		
UNIT	PRESSURE PLATE		1		
PC	RECEIVER PLATE		1		



UNIT	RELEASE BEARING		1		
UNIT	ROCKER ARM KNOT		1		
BOT	SILICONE OIL		1		
SET	TENSIONER BEARING		1		
pc	TIMING BELT BIG		1		
pc	TIMING BELT SMALL		1		
pc	TIMING BELT TENSIONER		1		
pc	IDLER BEARING		1		
SET	VALVE EXHAUST		1		
SET	VALVE GUIDE		1		
pc	WHEEL CAPS		1		
pc	WIPER BLADES		1		
				<b>TOTAL</b>	

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

#### Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (i) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form;
- ☐ (b) Original of duly signed and accomplished Price Schedule(s); **and**
- (c) **COST DERIVATION**

## III. REQUIRED DOCUMENTS IN BDS SECTION 20.2 AND 21.2

### 1) Statement of Warranty:

- All works shall be guaranteed by the Service Provider for a period of one (1) month on service and three (3) months on spare parts installed from date of its final acceptance. Back job, if any, shall be done by the Service Provider at no cost to the QCG or “free-of-charge.”

### 2) List of Manpower Requirement indicating their names and positions supported by a Certification of the bidder that they are lawfully employed by the bidder during the duration of the project

- Two (2) competent maintenance managers, and/or supervisor/s
- One (1) qualified safety officer
- Ten (10) trained and skilled mechanics
- Six (6) skilled auto electricians
- Three (3) auto aircon technicians capable of maintaining and troubleshooting of engines and various repair works of different types of motor vehicles, more especially those included in our fleet of motor vehicles.

### 3) List of Maintenance and Repair Facility with minimum area of 150sqm per motor shop and supported by a Proof of Ownership/ Lease of Agreement

- The motor shop facility must be located within the strategic location of Quezon City, with at least three (3) motor shops and located along or near main roads, with convenient access, so that motor vehicles for repair may be easily transferred to the Service Provider’s motor shop facility.

### 4) Affidavit of Undertaking that the service provider will provide the following:

#### ▪ Tools and Equipment

- The Motor shop must have basic towing and garage equipment, tools and facilities such as:
  - Tow Trucks (available 24/7);
  - Pit tools such as complete sets of spanners, screw drivers, wrenches, hammers, etc.;
  - Wheel spanners for various kinds of vehicles;
  - Compressor unit, welding machine, diagnostic scanning equipment, tire equipment, brake lathe machine, coolant brake fluid and transmission flush machines;
  - Auto AC tools;
  - Normal and Heavy-duty lift jacks;
  - Gear box oil dispenser;
  - Inspection trolley;
  - Grease dispenser;
  - Tire change tools, wheel balancing and wheel alignment machines;
  - Electrical inspection set such as meters and gauges;
  - Working facilities including several covered inspection areas, service bays, washing bays and inspection kits 1 vehicle lift and 1 ramp per workshop; and
- Such other tools and equipment necessary to perform and complete the required repair works.

#### ▪ Availability of Spare Parts

- Adequate auto parts inventory required for the usual vehicle defects or malfunctions due to normal wear and tear based on prior experience and business volume needs

in order to give quick service and prevent any inconvenience arising from long delay of repair works.

▪ **Experience**

- The service provider must have at least three (3) years of experience in the repairs and maintenance works of motor vehicles of various types.

▪ **Repairs and Maintenance Services**

- All supplies, personnel, equipment, tools, materials, supervision, and other items or services necessary to perform the management and operation of motor vehicle repairs and maintenance functions as defined in the scope of work specified in the Terms of Reference.
- All supplies and materials of a type and quality that conform to existing vehicle's specifications and standards. All supplies, materials, and equipment to be used in the performance of work described herein are subject to be checked;
- **Top priority** and attention to all maintenance requests of the CGSD for any work/job order relative to the scope of work herein defined;
- Warranties for all services performed and "back job", if any, must be done free of charge;
- Tow Trucks available 24/7 and, if necessary, onsite maintenance for vehicles which, because of their design or immobility, cannot be economically delivered to the vehicle maintenance facility of the Service Provider;
- Specialist for repair and maintenance of all types of vehicles regardless of brand, more especially those vehicles included in our fleet of motor vehicles;
- Services only upon receipt of maintenance request authorized by the head of the CGSD or his/her designated representative. Any unauthorized request should not be entertained by the Service Provider and the cost of such repair will not be paid by the QCG;
- Genuine parts for all categories of services. Replacement parts must be equal to or exceeding the quality supplied by the original vehicle manufacturer;
- Vehicle maintenance normal hours of operation continuously from 8:00AM to 5:00PM daily. However, under extraordinary circumstances when the early completion of the repair of the defective vehicle is extremely necessary, the hours of operation shall be extended beyond 5:00P.M., without any additional cost from the Quezon City Government;
- Preferably accredited motor shop by GSIS;

*(With attached Terms of Reference which will form an integral part of this bidding document)*

Note:

1. Please refer to

[[https://drive.google.com/file/d/1uiYurh5WrpBL5B\\_pqpzAb62yucAbIR1p/view?usp=sharing](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing)] for the following requirements:

- a. Computation of NFCC;
- b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
- c. Statement of Single Largest Completed Contract

2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:

- a. Bid Form;
- b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
- c. Bid Securing Declaration; and
- d. Omnibus Sworn Statement

