



February 03, 2025

## REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the Procurement of one (1) lot Preventive and Corrective Maintenance Services of PCHRD Motor Vehicles for year 2025 with a total approved budget for the contract (ABC) in the amount of Eight Hundred Fifty Thousand Pesos (P 850,000.00).**

### Scope of Works:

- See attached *Terms of Reference (TOR)*

Qualified bidders should submit their quotations to the address below **on or before February 10, 2025 (Monday), 10:00 AM**. Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

**Mr. Cirio D. Pangan Jr.**  
Secretariat, Bids and Awards Committee  
Philippine Council for Health Research and Development  
PCHRD Saliksik Building, Sikap Street,  
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City  
Email: [procurement@pchrd.dost.gov.ph](mailto:procurement@pchrd.dost.gov.ph)  
Tel. No.: 8837-2931 loc. 506

(sgd.)  
**MARIA VIOLETA G. INTIA**  
Chair, BAC

## Terms of Reference

### Procurement of Preventive and Corrective Maintenance Services of PCHRD Motor Vehicles for C.Y. 2025

#### I. Objective/Rationale

Philippine Council for Health Research and Development (PCHRD) is currently maintaining six (6) motor vehicles, which are being used for the transportation requirements of daily operational and administrative works. The Preventive Maintenance of the motor vehicles is conducted through execution of a Purchase Order in which sometimes posts disadvantages in the duration of completion of the services.

With this, PCHRD intends to engage with a Service Provider with known expertise, experience and capacity to provide Preventive Maintenance and Corrective Maintenance Services.

#### II. General Requirements

For the purpose of ensuring the quality of workmanship, quality of genuine parts to be installed and the accessibility and immediate action required in case of vehicle breakdown, the following are the general requirements for the Service Provider:

1. Authorized Toyota Dealer and Toyota Service Center.
2. Within 15-kilometer radius from DOST-PCHRD.

#### III. Scope of Works

##### 1. Preventive Maintenance

To provide a scheduled preventive maintenance services, through the "Annex A: Preventive Maintenance Schedule of PCHRD Motor Vehicles." The scheduled preventive maintenance should be performed at a specific interval according to Annex A. The interval is determined by the odometer reading (every 10,000km run).

##### A. Preventive Maintenance Services

- Check and clean break system
- Engine Wash
- OBD II Scanning
- General checking and cleaning of air-conditioning system
- Refrigerant amount for air-conditioner
- Check charging system/check battery
- Camber correction and wheel alignment (lower and upper ball joint, tie rod end, rack end, shock absorber, wheel hub bearing, stabilizer link, suspension bushing)
- Timing belt

- Automatic/Manual Transmission Fluid
- Rear differential oil
- Brake linings and drums (include parking brake linings and drums)
- Propeller shaft bolts
- Steering wheel, linkage and steering gear box
- Minor repair of troubles/malfunctions
- Major repair of damages must be informed to the Property Officer for approval
- Other services applicable

## **B. Parts/Materials/Spare Parts**

The following spare parts may be replaced as deemed applicable:

- Engine oil (fully synthetic oil)
- Oil filter
- ATF/Medtronic
- Gear oil
- Air filter
- Fuel filter
- Spark plugs
- Gasket
- Injector cleaner with fuel system drier
- Fuel line cleaning
- Internal engine cleaning
- Engine decarbonizing
- Engine flush additive
- Engine treatment
- Brake fluid
- Brake pads
- Brake shoe
- Brake cleaner
- Brake stop squeal
- Medtronic's
- Radiator coolant
- Rubber wiper blade
- Aircon cleaner
- Dive belts
- Other spare parts as applicable

## **2. Corrective Maintenance**

In the event or incident that any of the PCHRD Official Motor Vehicles suddenly breakdown or is not functioning properly, PCHRD shall endorse the motor vehicle/s

to the service provider. The service provider shall then immediately conduct diagnosis on the cause of malfunction/s and identify the total cost of corrective maintenance.

This also includes the replacement of major parts or components such as but not limited to; clutch components, EGR cleaning, turbo replacement/repair, and Direct Injector cleaning and calibration.

The service provider shall inform or endorse to the Property Officer the diagnosis and total cost of repair or replacement for approval, once approved the repair services/corrective maintenance shall be conducted immediately

#### **IV. Roles and Responsibilities**

##### **1. PCHRD**

- A. The Property Officer shall provide the service provider with the approved 2024 Preventive Maintenance Schedule of PCHRD Motor Vehicles.
- B. The Property Officer shall coordinate with the service provider on the schedule of vehicles to be subjected to Preventive Maintenance Schedule and ensure that the schedule is strictly followed.
- C. In the event that changes of schedule is necessary due to unforeseen circumstances, arrangement with the service provider shall be made prior to the Preventive Maintenance of the vehicle.

##### **2. Service Provider**

- A. The service provider shall ensure that the Preventive Maintenance Schedule is conducted within a reasonable period of time.
- B. The service provider shall ensure that all applicable service and parts replacement shall be a type and quality that conform to the maker's specification and standards, ideally genuine or original parts, and that all works shall be subject to the inspection and acceptance of PCHRD's authorized personnel.
- C. The service provider shall be responsible and provide immediate maintenance work upon check-in of the service vehicle in their service center and all works undertaken should fall under warranty.
- D. In the event that during the conduct of Preventive Maintenance that a major breakdown/trouble/malfunction is discovered and immediate repair is necessary, the service provider shall inform PCHRD through the Property Officer for approval.
- E. Ensures the safekeeping of the motor vehicle during the maintenance work at the service center.

- F. The service provider shall submit billing statement and official receipts for every preventive and corrective maintenance service conducted and accomplished.

## **V. Terms of Payment**

1. Payment shall be made upon the submission of the Service Provider of its statement of account or billing statement.
2. Payment shall be made based on actual preventive and corrective maintenance performed by the service provider.

## **VI. Process Flow**

### **1. Preventive Maintenance**

- A. The Property Officer shall monitor the Preventive Maintenance Schedule of PCHRD Motor Vehicles. The odometer reading must not reach 10,000km in reference to the odometer reading of the previous Preventive Maintenance Schedule.
- B. Upon identification of the Property Officer if a motor vehicle is due for Preventive Maintenance, he/she shall endorse the motor vehicle to the Service Provider.
- C. Upon endorsement of the Property Officer, the Service Provider shall receive the motor vehicle and immediately inspect the motor vehicle.
- D. The Service Provider shall inspect the motor vehicle upon endorsement and shall inform the Property Officer, through an official quotation, of the total cost to conduct the Preventive Maintenance Services.
- E. The Property Officer may approve or deny the quotation submitted. Upon approval of the Property Officer, the Service Provider shall immediately conduct the Preventive Maintenance Services.
- F. Upon completion, the Service Provider shall inform the Property Officer through a service billing indicating the total cost and the itemized description of the parts replaced and maintenance services conducted.
- G. The Property Officer shall verify the submitted service billing, and shall certify the services rendered by the Service Provider. The Certification of Completion/Services Rendered shall be used for the payment, along with other required supporting documents.
- H. The Property Officer shall endorse the Service Billing, along with its supporting documents, to the Finance Team (Accounting, Budget and Cashier Sections) for the processing and remittance of payment to the Service Provider.

## 2. Corrective Maintenance

- A. Upon identification of the Property Officer if a motor vehicle is not functioning properly or a sudden breakdown occurred, the Property Officer shall endorse the concerned motor vehicle to the Service Provider.
- B. Upon endorsement of the Property Officer, the Service Provider shall receive the motor vehicle and immediately inspect the motor vehicle.
- C. The Service Provider shall inspect the motor vehicle upon endorsement and shall inform the Property Officer, through an official quotation, of the total cost to conduct the Corrective Maintenance Services. The quotation must indicate the diagnosis or cause of malfunctions/sudden breakdown, the corrective maintenance or repairs to be conducted, and the parts needed to be replaced.
- D. The Property Officer may approve or deny the quotation submitted. Upon approval of the Property Officer, the Service Provider shall immediately conduct the Corrective Maintenance Services.
- E. Upon completion, the Service Provider shall inform the Property Officer through a service billing indicating the total cost and the itemized description of the parts replaced and maintenance services conducted.
- F. The Property Officer shall verify the submitted service billing, and shall certify the services rendered by the Service Provider. The Certification of Completion/Services Rendered shall be used for the payment, along with other required supporting documents.
- G. The Property Officer shall endorse the Service Billing, along with its supporting documents, to the Finance Team (Accounting, Budget and Cashier Sections) for the processing and remittance of payment to the Service Provider.

## VII. Allowable Cost for the Maintenance Services

### 1. Preventive Maintenance

The Preventive Maintenance shall not cost more than **PhP 50,000.00** for each **Preventive Maintenance Service** for each motor vehicle.

Motor Vehicle	Maximum Amount of Preventive Maintenance	Remarks
Toyota Hi-Ace Commuter (SKW 563)	PhP 100,000.00	2 PMS in a year
Toyota Grandia (SAA 9959)	PhP 100,000.00	2 PMS in a year


Toyota Fortuner (SAA 9957)	PhP 100,000.00	2 PMS in a year
Toyota GL Grandia (P3B 158)	PhP 100,000.00	2 PMS in a year
Toyota GL Grandia (SNA 2609)	PhP 100,000.00	2 PMS in a year
Toyota GL Grandia (SND 2635)	PhP 100,000.00	2 PMS in a year

## 2. Corrective Maintenance


The Corrective Maintenance shall not cost more than **PhP 100,000.00** for each **Corrective Maintenance Service** for each motor vehicle.

Motor Vehicle	Maximum Amount of Corrective Maintenance	Remarks
Toyota Hi-Ace Commuter (SKW 563)	PhP 250,000.00	Payable only upon conduction and completion of a corrective maintenance
Toyota Grandia (SAA 9959)		
Toyota Fortuner (SAA 9957)		
Toyota GL Grandia (P3B 158)		
Toyota GL Grandia (SNA 2609)		
Toyota GL Grandia (SND 2635)		

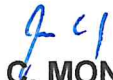
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