



11 September 2024

RFQ-JPM-2024-18

**BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION**

The Permanent Mission of the Philippines to ASEAN through its Bids and Awards Committee (BAC) is pleased to invite you to submit an Open Quotation for the Maintenance Services of a 2011 Black Mercedes Benz E350 Sedan A/T, subject to the General Conditions stated herein, on or before **5:00 PM, Wednesday, 18 September 2024**, described as follows:

Name of Project : Maintenance Services for the Official Car of the
Permanent Mission of the Philippines to ASEAN

Specifications : Please see attached Terms of Reference

General conditions:

1. Prices should be inclusive of all relevant taxes and charges;
2. Prices shall be quoted in Indonesian Rupiah (IDR) and payment will be made also in IDR;
3. The bidder must submit the following documentary requirements:
 - a. Business permit
 - b. Income tax returns
 - c. Company profile
4. The BAC reserves the right to request for or waive any documentary requirement taking into consideration the usual trade and business practices being observed in Indonesia in accordance with Government Policy Procurement Board (GPPB) Resolution No. 28-2017;
5. This Request must not be taken as a guarantee that the Mission shall enter automatically into a contract; and should a contract be entered into, this will in no way be construed as a waiver of the Mission's sovereign immunity;
6. The bidder that submits the Lowest Calculated and Responsive Bid shall be awarded the contract subject to the best interests of the Philippine Government.

For further inquiries or clarifications, please refer to:

Bids and Awards Committee (BAC) Secretariat

Permanent Mission of the Philippines to ASEAN
Jalan Wijaya XVI No. 5, Melawai, Kebayoran Baru
Jakarta Selatan 12160, Republic of Indonesia
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[SGD]
LORENZO CRIS D. VIDAL
BAC Chairperson

TERMS OF REFERENCE

PROJECT NAME : Maintenance Services for the Official Car of the Permanent Mission of the Philippines to ASEAN

APPROVED BUDGET FOR THE CONTRACT : IDR 10,000,000.00

BACKGROUND

The Permanent Mission of the Philippines to ASEAN in Jakarta, Indonesia intends to send the official car, a 2011 Black Mercedes Benz E350 Sedan A/T, to car repair shop for regular service and maintenance.

OBJECTIVE

The objective of this undertaking is to ensure that the official vehicle of the Mission will be properly maintained on a regular basis for performance, safety, and comfort while driving.

APPLICABLE RULES AND REGULATIONS

The selection of an insurance company for the project shall be done in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations.

The Permanent Mission of the Philippines to ASEAN in Jakarta, Indonesia, by entering into a contract with the successful bidder, does not waive its sovereign immunity, as the project is being undertaken as an official act. In this regard, any conflict arising from the implementation of the project shall be resolved through negotiations.

SERVICES

1. The service provider shall provide a periodic maintenance service to the official car of the Mission, a 2011 Black Mercedes Benz E350 Sedan A/T.
2. The service provider shall check and repair, if needed, the following:
 - a. Power Steering Service
 - b. Wheel Alignment
 - c. Checking and Changing the Oil
 - d. Cleaning of the Air-Condition System
 - e. Headlights, Turn Signals, Brake and Parking Lights
 - f. Transmission System Service
 - g. Fuel System Service
 - h. Air Filter
 - i. Tires

PAYMENT SCHEME

Payment will be made within thirty (30) days from the date of receipt of the official invoice.