

## Terms of Reference

### Repair and Maintenance of Motor Vehicles of the Department of Agriculture-Western Visayas (DA-WV) Procured in CY 2023 and Prior Years

#### I. LIST OF MOTOR VEHICLES

No.	TYPE OF VEHICLES	Office Assignment	Year Acquired	QUANTITY
	Hino Boom Crane Truck	WESVIARC	2019	1
	Hino Delivery Truck (XZU730LS)	FOD	2019	1
	Hino Self Loading Truck	WESVIARC	2018	1
	Foton Gratour Mini truck MPV	GSS	2019	1
	Hyundai Grand Starex	GSS	2015	1
	Hyundai Wing Van	AMAD	2021	1
	Isuzu Crosswind (SUV)	NOROS/RAED	2013	2
	Isuzu DMAX Pick up	GSS	2014	2
	Isuzu I-Van	GSS	2013	2
	Isuzu Elf Cargo Truck (6 Wheelers)	WESVIARC	2018	1
	Isuzu Fuego Pick up	WESVIARC	2019	1
	Isuzu Mobile Pest Clinic	RCPC	2018	1
	Kia Double Cab	FOD/ APCO Bacolod	2018	2
	Kia Dropside Truck	FOD	2020	2
	Kia Dropside Truck	Research	2022	1
	Mitsubishi Strada Pick up	APCO Negros	2017	1
	Mitsubishi Cargo Truck	WESVIARC	2003	1
	Mitsubishi Mobile Laboratory Truck	Soils Laboratory	2018	1
	Toyota Innova	Corn	2006	1
	Toyota Pick up Hilux	FOD/AMAD	2015	4
	Nissan Navara Pick up Calibre	Research/GSS/RAED	2017	3
	Nissan Navara Pick up Calibre	GSS/APCO Antique/APCO Negros	2018	3
	Nissan Navara 350	GSS/FOD	2017	2
	Nissan Navara 4WD Pick up	GSS	2018	1
	Nissan N350 Urvan 2.5L	RAFIS	2021	1

#### II. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC for the Project is Nine Hundred Twenty-Five Thousand Pesos (Php925,000.00) inclusive of all applicable taxes, fees and charges.

Any additional repair work due to unforeseen damage and defective parts upon inspection of the motor vehicles shall not form part of the ABC.

#### III. SCOPE OF WORK

The Service Provider shall follow and perform the requirements enumerated in the Schedule of Requirements.

#### IV. CONTRACT DURATION

The contract shall cover the period starting from the date of acceptance of Notice to Proceed by the Service Provider until December 31, 2025.

**V. MODE OF PROCUREMENT**

The Mode of Procurement shall be Negotiated Procurement – Small Value Procurement.

**VI. QUALIFICATIONS OF THE SERVICE PROVIDER**

1. The Service Provider must have at least one (1) service center in Iloilo City.
2. The Service centers shall be available during weekdays (Monday to Friday) from 8:00 AM to 5:00 PM.
3. The Service Provider can assign at least one (1) Service available as the need arises to attend to the concerns of the Procuring Entity.

**VII. RESPONSIBILITIES OF THE SERVICE PROVIDER**

1. Provide the job repair estimate, vehicle checklist and pre-repair inspection reports prior to commencement of the PMS and/or additional repair works, subject to the approval by the End-user.
2. Make sure that the essential repair and maintenance services, spare parts, components, materials, tools, labor, and equipment are available.
3. Ensure safety and safekeeping of DA-WV motor vehicles during the repair and maintenance service at the Service Provider's Service Center.
4. Supply and install new and genuine service parts, components and materials that conform to the standard specifications set forth by the vehicle manufacturer.
5. Use only new and genuine fully synthetic engine oil that conform to the standard specifications set forth by the vehicle manufacturer.
6. Ensure the recommended level of all fluids (e.g. engine oil, transmission fluid, Brake and hydraulic fluids, gear oil, and radiator coolants).
7. Provide the end-user with pre-repair inspection reports and post repair report with recommendations. Any damage, malfunction, or defects discovered to any parts, components, or systems of the motor vehicle outside the scope of services as a result of the carelessness and/or improper handling of the Service Provider and its representatives during the course of the repair and maintenance service must be fixed right away and at no additional expense to the DA-WV.
8. Provide a billing statement that details the warranty coverage for each repair and maintenance procedure that is finished. The real services provided, including the actual materials and parts installed to finish the repair and maintenance, will be the basis for the billing statement.
9. Return to the end user all old, replaced, and damaged parts and components so that correct inventory and waste disposal may take place, with the exception of used oil and oil filter.

**VIII. RESPONSIBILITIES OF DA-WV**

1. Bring the DA-WV motor vehicle to the available service center of the Service Provider to avail of the repair and maintenance service or additional repair works.
2. Receive the Billing Statement upon completion of every repair and maintenance service for payment processing.
3. Issue a Certificate of Final Acceptance for every repair and maintenance work done, and upon receipt of the Billing/Invoice issued by the Service Provider and other necessary documents (e.g. job repair estimate, vehicle checklist, pre-repair inspection report, post repair report including recommendations).
4. Receive all old, replaced, and defective parts and components from the Service Provider for proper inventory and waste disposal.

**IX. PAYMENT SCHEME**

The Service Provider shall submit the following for every repair and maintenance service done:

- a. Job repair estimate;
- b. Pre-repair inspection report;



- c. Vehicle checklist;
- d. Billing Statement
- e. Warranty Certificate

The Procuring Entity shall pay the Service Provider within fifteen (15) calendar days upon receipt of the Billing Statement/Invoice and issuance of Certificate of Final Acceptance by the End-user:

#### **X. WARRANTY**

The Service Provider shall provide a warranty security on all materials, parts and components of the Project against any defects in accordance with Section 62 of the Revised IRR of RA No. 9184. The warranty shall include replacement of defective materials, parts and components inclusive of all applicable fees and charges at no additional costs to PCC. The warranty period shall commence upon the issuance of the Certificate of Final Acceptance by the DA-WV.

#### **XI. LIQUIDATED DAMAGES**

If the Service Provider fails to deliver any or all of the goods and/or to perform the services within the period specified in Section IV above, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies available to it.

### **SCHEDULE OF REQUIREMENTS**

#### **I. VEHICLE SCHEDULE**


No.	TYPE OF VEHICLES	Plate/Conduction Sticker Number	Repair and Maintenance Schedule	Statement of Compliance ("COMPLY" or "NOT COMPLY")
1	Hino Boom Crane Truck	JM 7781	Shall commence immediately after acceptance of Notice to Proceed and availability of Vehicle	
2	Hino Delivery Truck (XZU730LS)	JM 8468		
3	Hino Self Loading Truck	JM 3896		
4	Foton Gratour Mini truck MPV	IOF 942		
5	Hyundai Grand Starex	SAA 7036		
6	Hyundai Wing Van	K1 E961		
7	Isuzu Crosswind (SUV)	SJU 425		
8	Isuzu Crosswind (SUV)	SJU 427		
9	Isuzu DMAX Pick up	SJU 422		

10	Isuzu DMAX Pick up	SJU 423		
11	Isuzu I-Van	SJU 436		
12	Isuzu I-Van	SJU 437		
13	Isuzu Elf Cargo Truck (6 Wheelers)	SKZ 190		
14	Isuzu Fuego Pick up	SFN 774		
15	Isuzu Mobile Pest Clinic	NBC 9350		
16	Kia Double Cab	EH 6407		
17	Kia Double Cab	EH 6940		
18	Kia Dropside Truck	XOR 535		
19	Kia Dropside Truck	XOG 814		
20	Kia Dropside Truck	XOG 812		
21	Mitsubishi Strada Pick up	NT 0136		
22	Mitsubishi Cargo Truck	SED 691		
23	Mitsubishi Mobile Laboratory Truck	NCQ 6825		
24	Toyota Innova	SHP 840		
25	Toyota Pick up Hilux	SAA 7016		
26	Toyota Pick up Hilux	SAA 7015		
27	Toyota Pick up Hilux	SAA 7017		
28	Toyota Pick up Hilux	SAA 7018		
29	Nissan Navara Pick up Calibre	OY 8608		
30	Nissan Navara Pick up Calibre	OY 8607		
31	Nissan Navara Pick up Calibre	OY 8609		
32	Nissan Navara Pick up Calibre	FOL 242		
33	Nissan Navara Pick up Calibre	FOL 130		
34	Nissan Navara Pick up Calibre	FOZ 247		
35	Nissan Navara 350	OY 8393		
36	Nissan Navara 350	OY 7937		
37	Nissan Navara 4WD Pick up	FOF 310		
38	Nissan N350 Urvan 2.5L	F4 K291		

## II. WORK SCHEDULE (For Lots 1 to 8)

WORK DESCRIPTION	Statement of Compliance ("COMPLY" or "NOT COMPLY")
<p>A. Engine System</p> <ol style="list-style-type: none"> <li>1.) Inspect engine system and its components.</li> <li>2.) Replace engine oil</li> <li>3.) Replace engine oil filter assembly</li> <li>4.) Replace air cleaner element/air filter</li> <li>5.) Replace fuel filter</li> <li>6.) Inspect drive belts, replace if necessary</li> <li>7.) Inspect spark plugs, replace if necessary</li> <li>8.) Inspect drain plug and gasket, replace if necessary</li> <li>9.) Replace air cleaner element/air filter</li> <li>10.) Perform engine tune-up</li> </ol> <p>B. WHEELS AND BRAKE SYSTEM</p> <ol style="list-style-type: none"> <li>11.) Inspect brake system and its components, replace if necessary</li> <li>12.) Perform Break Cleaning and Hand brake adjustment</li> <li>13.) Apply brake cleaner and paste (stop squeal)</li> </ol> <p>C. OTHER WORKS TO COMPLETE</p> <ol style="list-style-type: none"> <li>14.) Inspect under chassis, suspension system, exhaust system, fuel lines and connections</li> <li>15.) Inspect transmission system</li> <li>16.) Inspect all oil and fluid levels and provide fluid top-up if necessary (fully synthetic oil 5W-40 per 5,000 kilometer)</li> <li>17.) Check battery condition</li> <li>18.) Lubricate all door hinges and windows</li> <li>19.) Re-tighten all bolts and nuts on body and chassis</li> <li>20.) Perform car wash and engine detailing</li> </ol>	

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