

# ***Terms of Reference***

**Project Title: Procurement of Three (3) Consecutive Periodic Maintenance Services of Service Vehicles of the Food and Drug Administration**

## **I. BACKGROUND AND RATIONALE**

The Food and Drug Administration (FDA) utilizes service vehicles to perform its responsibilities that involve transportation needs; therefore, it is important that the service vehicles of the FDA be regularly maintained to keep it safe and in good running condition.

## **II. TERMS OF PAYMENT**

Payment to Service Provider shall be made every time a periodic maintenance service is completed for every vehicle included in the contract with the following documentary requirements to be submitted:

- A. A certification by the concerned office that the services for which payment is being claimed have been rendered or delivered in accordance with the terms of the contract and have been duly accepted;
- B. Official receipt; and
- C. Job order report with the necessary repairs and replacement parts needed for the vehicle to be in good condition.
- D. Send Bill Arrangement.

## **III. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Funding Source is the Government of the Philippines (GOP) through the General Appropriations Act of 2024 in the amount of Six Hundred Twenty Seven Thousand Four Hundred Forty-Four Pesos and Ninety Centavos (₱ 627,444.90)

## **IV. PROPOSAL INSTRUCTIONS**

For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 and R.A. 9184 and its Revised IRR.

- a. The Financial Proposal shall contain breakdown of all costs, including cost of supplies and equipment, necessary for execution of the contract;

- b. Procuring Entity shall expressly provide, under the Scope of Works which shall form part of the contract that the service provider shall maintain a very satisfactory level of performance throughout the term of the contract using genuine replacement parts.

## **V. MINIMUM STANDARDS FOR THE SERVICE CONTRACT**

To ensure the ease of implementation of the contract and assure that the periodic maintenance services that will be conducted comply with the standard of Toyota, the service provider should:

1. Be an authorized Toyota or Isuzu Dealership or any automotive service center in business for at least five (5) years and with expertise on servicing Toyota and/or Isuzu vehicles (BIR Certificate of Registration / Official Receipt / Purchase Order issued more than five (5) years age);
2. Have previously catered to servicing vehicles of other government agencies (Copy of Notice of Award, Purchase Order, or any proof of transaction with the government);
3. Be within the Greater Manila Area.

## **VI. SCOPE OF WORKS**

The following items shall be included in the works to be done during the conduct of preventive maintenance service for each vehicle model:

### **A. AVANZA**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Gasoline Engine Flush
5. Gas Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

### **B. FORTUNER**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Diesel Engine Flush
5. Diesel Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

**C. INNOVA**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Diesel Engine Flush
5. Diesel Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

**D. HILUX**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Diesel Engine Flush
5. Diesel Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

**E. GRANDIA**

1. Gasket
2. Element Sub-Assy, Oil Filter
3. Brake Cleaner
4. Toyota Genuine Diesel Engine Flush
5. Diesel Injector Cleaner
6. Engine Treatment
7. TGFS SN/CF 5W-30
8. Check-up

**F. CROSSWIND**

1. Check-up
2. Engine Detailing
3. Element Oil Filter
4. Element Fuel Filter
5. Gasket, Drain Plug
6. BVP Engine Oil EXTRM 15W-40
7. Brake Cleaner

Any necessary repairs or parts replacement that is not indicated in this list of items in the scope or works of periodic maintenance shall be informed to the procuring entity through a written report and shall be issued a separate purchase order.

**VII. DELIVERY**

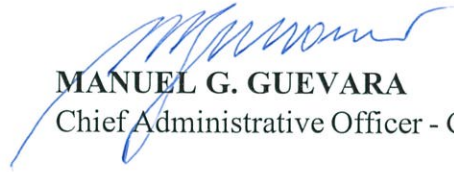
Delivery period shall be within 10 days upon receipt of purchase order / job order.

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