TERMS OF REFERENCE

Procurement of Service Provider for the Preventive Maintenance Service of Motor Vehicles

1. BACKGROUND

The Preventive Maintenance Service (PMS) is a crucial aspect of fleet management, especially for Philippine Ports Authority (PPA) Port Management Office (PMO) NCR South's vehicles used for daily operations. Regular maintenance ensures the reliability, safety, and longevity of vehicles used for daily operations, including transporting personnel and supporting port activities.

2. OBJECTIVE

The objective of this procurement is to ensure the reliable operation and safety of the PMO NCR South's vehicle fleet. Regular maintenance aims to minimize breakdowns, extend vehicle lifespan, reduce repair costs, and maintain compliance with safety standards.

3. TECHNICAL SPECIFICATIONS

3.1. Vehicles Covered (Manual and Automatic Transmission)

3.1.1. Toyota
3.1.2. Mitsubishi
3.1.3. Isuzu

3.2. Services Included

3.2.1. Oil and filter change
3.2.2. Brake inspection and adjustment
3.2.3. Tire rotation and alignment
3.2.4. Battery check and replacement
3.2.5. Fluid top-up (coolant and brake fluid)
3.2.6. Inspection of belts and hoses
3.2.7. Air filter replacement
3.2.8. Comprehensive vehicle inspection
3.2.9. **Cooling System Maintenance**

- Coolant flush and replacement
- Inspection of radiator and hoses
- Pressure testing of the cooling system

- Check and replace thermostat if necessary

3.2.10. **Air Conditioning Unit Maintenance**
- Cleaning of air filters
- Inspection and cleaning of condenser coils
- Checking and cleaning of evaporator coils
- Inspection of AC system for leaks and proper operation

4. SCOPE OF WORKS

4.1. The service provider shall supply labor, tools, and equipment necessary for the preventive, corrective and repair of covered vehicles of PMO NCR South as listed in ***Annex A: Preventive Maintenance Services (PMS) Plan for CY 2025***

4.2. Perform preventive maintenance services as per the manufacturer's recommendations.

4.3. Provide a detailed report of the maintenance performed and any additional repairs needed.

4.4. Ensure the use of genuine parts and high-quality consumables

5. MANPOWER REQUIREMENTS

5.1. Certified and experienced automotive technicians. Must have a TESDA Automotive Servicing NC III Certification.

5.2. Adequate support staff for administrative and logistical tasks.

6. SUPPORT AND SERVICES REQUIREMENTS

6.1. Availability of a service center within a 50km radius.

6.2. 24/7 customer support hotline.

6.3. Provision of a service vehicle for emergency repairs.

7. WARRANTY

7.1. Minimum of 6 months warranty on parts and labor.

7.2. Warranty coverage for any defects in workmanship or materials used.

8. APPROVED BUDGET FOR THE CONTRACT

The ABC for the project is Three Hundred Thousand Pesos (Php 300,000.00), inclusive of all applicable government taxes and services charges.

9. DURATION OF THE CONTRACT

One (1) year from the date of contract signing, with an option to renew based on performance.

10. TERMS OF PAYMENT

9.1. Payment shall be made based on actual activity and per-visit only.

9.2. The Service Provider shall submit a Service Invoice and completion report after each maintenance visit.

9.3. 10% retention fee to be released after the warranty period.

11. RESPONSIBILITY OF THE END-USERS

11.1 Ensure vehicles are available for scheduled maintenance.

11.2 Provide access to vehicle maintenance records.

12. OTHER REQUIREMENTS AND PROVISION

12.1 Submission of a detailed maintenance plan and schedule.

12.2 Provision of a service level agreement (SLA) outlining response times and service quality standards.

12.3 Must have completed a single contract similar to the contract to be bid whose value must be at least fifty percent (50%) of the ABC. For this purpose, a similar contract means contract for the Preventive Maintenance of Motor Vehicle.

Approved:

AMBROCIO O. ILAO
BMD, Manager