

LIST OF PMO SERVICE VEHICLES

VEHICLE DESCRIPTION	MODEL
FORD RAPTOR NDI 8465	2019
HYUNDAI SANTA FE TGO 380	2011
HYUNDAI TUCSON YEJ 736	2007
ISUZU BOOM TRUCK SNJ 4379 (D2D187)	2021
ISUZU DMAX SNJ 4412 (D1S058)	2021
ISUZU DMAX SHF 212	2010
MITSUBISHI ADVENTURE SGZ 465	2004
MITSUBISHI ADVENTURE SHL 573	2004
MITSUBISHI ADVENTURE SLF 422	2013
MITSUBISHI ADVENTURE SLF 443	2013
MITSUBISHI ADVENTURE SLG 393	2013
MITSUBISHI ADVENTURE SLG 397	2013
TOYOTA FORTUNER NDB 6148	2016
TOYOTA FORTUNER NDC 3351	2016
TOYOTA GRANDIA SAB 4373	2017
TOYOTA HI-ACE AAW 8261	2014
TOYOTA HI-ACE SND 2259	2024
TOYOTA HILUX SAB 4393	2017
TOYOTA HILUX SND 2284	2024
TOYOTA HILUX SND 7253 (S5Z823)	2022
TOYOTA HILUX SNJ 2940 (P7X035)	2020
TOYOTA REVO SGS 113	2003
TOYOTA REVO SGS 142	2003

Sir PM,

These are the lists of
Vehicles for the procurement
of Preventive Maintenance
Services for CY 2020 po.

Thank you "

[Signature]

S/R:

THIS IS ONE LOT (INCLUDING
ALL PMO SOCSARLEO'S SERVICE
VEHICLES) FOR PREVENTIVE
MAINTENANCE OF OUR VEHICLES.
FOR YOUR CONSIDERATION.

[Signature]
12/2/2020

The quantity is only
one (1) but the amount
is big.

12/10/20
[Signature]
CESAR M. DATAYA
Port Manager

Terms of Reference (ToR)

Preventive Maintenance of PMO Service Vehicles – CY 2026

1. Background

The Philippine Ports Authority – PMO SOCSARGEN operates a fleet of service vehicles under the Property Management Office (PMO) to support its administrative and operational functions. To ensure these vehicles remain in optimal working condition, the office seeks to engage a qualified service provider for preventive maintenance, including minor repairs, throughout Calendar Year 2026.

2. Objective

To procure preventive maintenance services for PMO service vehicles, covering labor and materials for routine servicing and minor repairs, with a clear protocol for repairs exceeding a specified cost threshold.

3. Scope of Work

The selected service provider shall be responsible for the following:

- **Preventive Maintenance Services:**
Perform regular maintenance on PMO service vehicles, including:
 - **Change oil and oil filter**
 - **Lubrication of moving parts**
 - **Tire vulcanizing and rotation**
 - **Inspection and top-up of fluids (brake, coolant, transmission, etc.)**
 - **Other minor repairs as needed**
- **Parts and Materials:**
 - Supply all necessary **lubricants, filters, and minor replacement parts** required for routine maintenance.
- **Repair Cost Threshold:**
 - For **minor repairs not exceeding ₱3,000.00**, the service provider may proceed without prior approval.
 - If the **cost of any repair exceeds ₱3,000.00**, the service provider must:
 - **Notify the office immediately**
 - **Submit a detailed quotation**
- **Documentation and Reporting:**
Provide a **service report** for each maintenance activity, including parts replaced and labor performed.
- Submit a **monthly billing statement** with supporting documents (e.g., service reports, receipts, and POs).

4. Duration of Contract

The contract shall cover the period from **January 1, 2026 to December 31, 2026**, subject to renewal based on performance and mutual agreement.

5. Supplier Qualifications

Interested service providers must meet the following criteria:

- Valid business registration and license to operate an automotive service facility.

- Proven experience in preventive maintenance and repair of government or institutional vehicles.
- Availability of skilled mechanics and appropriate diagnostic tools.
- Capacity to accommodate multiple service vehicles on a regular basis.
- Willingness to comply with the office's documentation and approval procedures.

6. Deliverables

- Timely and complete preventive maintenance services for all PMO vehicles.
- Immediate notification and quotation for repairs exceeding ₱3,000.00.
- Monthly billing with complete supporting documentation.

7. Evaluation Criteria

Proposals will be evaluated based on:

- Technical capability and experience.
- Cost-effectiveness and transparency of pricing.
- Responsiveness and turnaround time.
- Compliance with reporting and approval protocols.
- Availability of tools, equipment, and qualified personnel