

Terms of Reference (ToR)

Preventive Maintenance and General Cleaning of Vehicle Air Conditioning Systems

1. Background

The Philippine Ports Authority – PMO SOCSARGEN operates a fleet of vehicles essential to its daily operations. To ensure the comfort, safety, and efficiency of these vehicles, the office seeks to engage a qualified service provider to conduct regular preventive maintenance and general cleaning of vehicle air conditioning (A/C) systems, including minor repairs when necessary.

2. Objective

To maintain the optimal performance of vehicle air conditioning systems through scheduled preventive maintenance and cleaning, and to address minor repairs efficiently while ensuring transparency and cost control.

3. Scope of Work

The selected service provider shall be responsible for the following:

- **Preventive Maintenance and General Cleaning:**
 - Perform **routine inspection, cleaning, and servicing** of vehicle A/C systems.
 - Tasks include cleaning of evaporators and condensers, checking refrigerant levels, inspecting belts and hoses, and ensuring proper airflow and cooling performance.
- **Minor Repairs:**
 - Conduct **minor repairs** such as replacement of filters, relays, fuses, hoses, and refrigerant recharging.
 - Minor repairs shall be carried out **only if the total cost does not exceed ₱3,000.00** per repair instance.
- **Repair Cost Threshold and Approval:**

If the **estimated cost of any repair exceeds ₱3,000.00**, the service provider must:

 - **Notify the office immediately.**
 - **Submit a detailed quotation** for the proposed repair.

This ensures that the office is informed and has approved any significant repair expenses.

4. Duration of Contract

The contract shall be valid for a period of **one year**.

5. Supplier Qualifications

Interested service providers must meet the following criteria:

- Valid business registration and relevant permits.
- Proven experience in vehicle air conditioning maintenance and repair.
- Availability of trained technicians and appropriate tools and equipment.
- Capacity to provide timely service and respond to urgent repair needs.
- Willingness to comply with the office's documentation and approval procedures.

6. Deliverables

- Maintenance and cleaning reports for each serviced vehicle.
- Immediate notification and quotation for repairs exceeding ₱3,000.00.
- Monthly summary of services rendered and repairs conducted.

7. Evaluation Criteria

Proposals will be evaluated based on:

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

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