

TERMS OF REFERENCE

PROJECT: SUPPLY AND DELIVERY OF ONE (1) BRAND NEW SERVICE VEHICLE FOR THE DEPARTMENT OF LABOR AND EMPLOYMENT-CENTRAL OFFICE

OWNER: DEPARTMENT OF LABOR AND EMPLOYMENT

LOCATION: INTRAMUROS, MANILA

APPROVED BUDGET FOR THE CONTRACT: P2,500,000.00

1. SCOPE OF WORK

The works to be performed shall consist of all activities including configuration, coordination and supervision for the supply and delivery of Service Vehicle for the Department of Labor and Employment (DOLE) including but not limited to:

- 1.1 Supply and delivery of Service Vehicle within sixty (60) calendar days from receipt of Notice to Proceed or signed Contract Agreement;
- 1.2 Supervision of the testing of service vehicles at the supplier's cost;
- 1.3 Provide training of at least one (1) hour on proper operation, maintenance and troubleshooting for the service vehicle at the supplier's cost; and,
- 1.4 Provide manuals, hand-outs and other peripherals for service vehicle.

2. DELIVERABLES

- 2.1 Complete delivery of service vehicle based on required specifications;
- 2.2 Conduct of Test-run of service vehicle;
- 2.3 Warranty card should be turned-over to DOLE on the same date of delivery of vehicle;
- 2.4 Conduct of training for concerned personnel on service vehicles' maintenance and troubleshooting for at least one (1) hour;
- 2.5 Inclusive of the following:
 - Three (3) years LTO Registration;
 - Three (3) years warranty on parts and service;
 - Equip with Airconditioning units
 - Other free accessories

3. TECHNICAL SPECIFICATIONS

QTY	SPECIFICATIONS	
1 unit	Van - Brand New	
	Color:	WHITE
	Transmission:	Automatic
	Seating capacity:	10 seater
	Engine Type:	4 cylinder
	Engine Displacement:	2497 cc / 2500 cc
	Fuel Type	Diesel
	Doors:	5 doors
	Safety Features:	Side door impact beams SRS Airbags: driver and Passenger ABS (Anti-Lock Brake System): EBD
	Tires:	16 inches
	Airconditioning System:	Manual Type
	Inclusion:	<ul style="list-style-type: none"> - 3 years LTO registration - 3 years warranty on parts and service - Other free accessories

4. OTHER TERMS AND CONDITIONS

The supplier is required to provide all of the following services, including additional services, if any, specified in the schedule of requirements:


- 4.1 Provide a detailed operations and maintenance manual for each appropriate unit of the supplies service vehicle;
- 4.2 In case the service vehicle breaks down, the supplier shall provide sufficient supply of appropriate parts and local technicians for the whole duration of the contract or warranty period;
- 4.3 Provide open credit line for the preventive maintenance service for three (3) years or until the warranty expires.

5. DELIVERY PERIOD

- 5.1 Supply and delivery of service vehicle within sixty (60) calendar days from the receipt of Notice to Proceed or signed Contract Agreement.


Prepared by:

Recommending Approval:


LILY PEARL L. GUERRERO
Officer-in-Charge
Administrative Service



RENATO L. EBARLE
Undersecretary

Certified Funds Available:

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RICHELDA L. BALLAD
Chief, Accounting Division
Financial and Management Service

Approved by:


SILVESTRE H. BELLO III
Secretary