

## **TERMS OF REFERENCE**

SUPPLY AND DELIVERY OF ONE (1) UNIT MOTOR VEHICLE ( MINIBUS )

### **I. BACKGROUND**

In compliance with Republic Act. No. 9184 known as the “Government Procurement Reform Act”, the PSHS-MRC will be conducting a public bidding for the supply and delivery of one (1) unit motor vehicle (minibus).

### **II. OBJECTIVES**

1. For mobility of PSHS-MRC personnel to conduct field validation, monitoring and evaluation, and attend to official functions to and from various official destinations.
2. To ensure more efficient delivery of quality services to PSHS-MRC clients through adequate transportation system.

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

The Approved Budget for the Contract is Five Million Pesos (Php 5,000,00.00) inclusive of all taxes.

### **IV. BIDDER’S QUALIFICATIONS**

Certification from Land Transportation Office (LTO) - accredited manufacturers and importer attesting to the availability of authorized dealers and service centers within Philippines for the last five (5) years.

### **V. DELIVERABLES**

One (1) unit motor vehicle (minibus). It shall be a standard sized 6-wheeler enclosed vehicle intended for conveying passengers and/or hauling cargo, traditionally having a hydraulic center door (folding auto type ), a luggage compartment (both outside and inside the vehicle) and an exclusive door for the driver (optional). The seating capacity ranges from 29 or more passengers, including the driver.

## VI. TECHNICAL SPECIFICATIONS

ITEM	DESCRIPTION	MINIMUM SPECIFICATIONS
<b>1</b>	<b>Motor Vehicle (minibus)</b>	<i>Please see below</i>
	<b>A. BODY TYPE</b>	Single-decker minibus
	<b>B. MODEL</b>	Brand new and latest available from 2022 up to 2023
	<b>C. COLOR</b>	White
	<b>D. SEATING CAPACITY</b>	29 or more
	<b>E. AIR CONDITIONING SYSTEM</b>	With (manual)
	<b>F. ENGINE AND TRANSMISSION</b>	
	Type	Type 4 Cylinder In-line, 16-Valve OHV, Gear Drive, Diesel
	Displacement	Not exceeding 6500 cc for diesel
	Maximum Output	Between 135-150/2500-2700 (Ps/rpm)
	Maximum Torque	390/1,400 to 1,600 (Nm/rpm) with Turbo
	Transmission	5-Speed Manual (Max. Speed: 110-125 km/hr)
	Fuel System	Direction Injection or Common-rail Type with Turbo (Blue Power Technology)
	<b>G. CHASSIS</b>	
	Suspension	Double wishbone (front) Leaf spring, rigid (rear)
	Stabilizers	With (front, rear)
	Brakes	Ventilated disc (front) Dual two leading drum (rear)
	Handbrake	With
	Steering System	Power steering
	Tires and Wheels	205-215/70-75R17.5-10PR (front and rear)
	<b>H. SAFETY FEATURES</b>	
	Seatbelts	With (safety belts for driver, front seat passenger and remaining seats)
	SRS Airbags	With (for driver and front seat passenger)
	Fire Extinguisher (5lbs)	With (BFP approved, DTI and ISO certified, and five (5) years warranty)
	Anti-Theft System	With
	Anti-Lock Braking System	With
	Security Alarm	With
	Reverse Sensors	With
	<b>I. INCLUSIONS</b>	
	Floor Matting	With
	Overhead Baggage Compartment	With
	Reclining Seats	With
	Audio and Visual System	With (AM/FM/CD, 4 speakers and facility for USB, Bluetooth connection and microphone with amplifier)
	Customized Decal Sticker and Design	With ( <i>see attached logos and font colors at the very last page</i> )
	Standard (complete) set of tools (hydraulic jack, OVM, tire wrench, etc.) and EWD	With

	Spare Tire	With
	Back Camera	With
	Curtains	With
	Seat Covers	With
	Rear View Side Mirrors	With (on both sides of the lower and higher portion of the driver/passenger's front window)
	Global Positioning System (GPS)	With
	<b>J. MAINTENANCE MANUAL</b>	With (in English Language)
	<b>K. OPERATION MANUAL</b>	With (in English Language)

## VII. OTHER REQUIREMENTS

1. Warranty - Three (3) years on parts and service with replacement by the supplier free of cost/charge.
2. The supplier shall facilitate the registration of the vehicles with the LTO in the name of PSHS MRC (red/government plate) valid for three (3) years. The supplier shall ensure the extension of validity of conduction stickers in case of delay in the release of LTO registration documents/plates to enable PSHS MRC to use the vehicles.
3. One (1) year GSIS or Third-Party Liability motor vehicle insurance
4. Conduct of training for concerned personnel on minibus maintenance and troubleshooting for at least one (1) hour.
5. Free labor on preventive maintenance service within the first five thousand (5000) kilometers.
6. Dealers must have service centers in Metro Manila and nearby provinces.
7. AFTER SALES SERVICE
  - a. Submission of Certificate of After Sales Service, Manpower Requirements and Availability of spare parts within the warranty period with the list of accredited services centers in the Philippines, indicating the address, telephone numbers and contact persons.
  - b. Certificate of undertaking those spare parts be available 10 years from the date of acceptance.
8. Original Warranty/Guarantee Certificates shall be issued in the name of PSHS-MRC.
9. Distributorship Agreement shall be provided for the legitimacy of the supplier.
10. In the observance of COA Circular 1977-061: Provision of *"For Official Use Only"* sticker decal with the name of the office using it on each side of the motor vehicle and *"Priority Seating"* for each of the four reserved seats near the entrance door (*see attached picture at the last page*).

## VIII. DELIVERY SCHEDULE

1. Delivery Period: The one (1) unit motor vehicle (minibus) must be delivered within **six (6) months maximum** upon the receipt of the Notice to Proceed (NTP).
2. Delivery Site: The motor vehicle (minibus) must be delivered at the address below:  
  
**PHILIPPINE SCIENCE HIGH SCHOOL  
MIMAROPA REGION CAMPUS**  
Brgy. Rizal, Odiongan, Romblon, 5505
3. Delivery should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for valid reason why the same cannot be complied with.

## IX. INSPECTION, TESTING AND ACCEPTANCE

1. After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by the winning bidder/supplier within 72 hours after receipt of a verbal and/or written notice from the PSHS-MRC.
2. The PSHS-MRC shall have the right to reject and return the unit and cancel the corresponding Contract if units delivered are defective, incomplete, or non-compliant to the specifications herein specified.
3. All costs of testing (*visual inspection, sideslip test, suspension test, roller brake test, speedometer test, headlight test, emissions test, sound test and smoke test*) shall be for the account of the supplier.

## X. TERMS OF PAYMENT

The payment shall be done within thirty (30) calendar days upon receipt, inspection and acceptance of the vehicle including documents such as Motor Vehicle Official Receipt and Certificate of Registration and other documents as may be required.

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## XI. PROPOSED DECAL STICKER DESIGNS



Department of Science & Technology  
PHILIPPINE SCIENCE HIGH SCHOOL  
MIMAROPA REGION CAMPUS

**FOR OFFICIAL USE ONLY**

### NOTE:

Any formal/standard fonts will be accepted as long as the prescribed font colors and sizes are followed. These are to be placed on both rear sides of the motor vehicle (minibus) as seen in the sample picture below (see *fig. 1*).

*figure 1*



### **SAMPLE STICKER DECAL FOR PRIORITY SEATING**



*\* The images used are for illustration purposes only.*