



**TERMS OF REFERENCE (TOR)**

**I. Project Name/Title**

Procurement of brand new Seven (7) New Passenger Vans, Two (2) Pickup, Two (2) Multi-Purpose Utility Vehicle, One (1) Sports Utility Vehicles and Nine (9) Motorcycles

**II. Approved Budget for the Contract (ABC)**

The total Approved Budget for the Contract ("ABC") for this procurement is **Twenty-One Million Pesos (PhP21,000,000.00)**, inclusive of VAT and all other applicable government taxes to be charged to the approved CY 2022 General Appropriations Act (RA 11639).

The release of allotment shall cover the procurement of twentyOne (21) various types of motor vehicles, breakdown as follows:

ITEM	CLASSIFICATION	QTY.	ABC TOTAL PRICE
LOT 1	Passenger Van	7	₱12,600,000.00
LOT 2	Pick-up	2	2,800,000.00
LOT 3	Multi-Purpose Vehicle	2	2,800,000.00
LOT 4	Sports Utility Vehicle	1	1,810,000.00
LOT 5	Motorcycles	9	990,000.00
	total	21	₱21,000,000.00

**III. Technical Specifications**

Listed below are the minimum standard specifications for each of the brand-new motor vehicles;

A.	LOT 1	QTY	SPECIFICATIONS	
		7 Units	Passenger Van– Brand New	
			Color	To be advised by the end-user
			Model	Latest available brand new-model;
			Transmission	6-speed Manual
			Seating capacity	10 seaters

		Engine type	4 cylinder
		Engine Displacement	2500 cc for gasoline or 3000 cc for diesel; or AFV
		Fuel type	Gasoline or Diesel
		Emission Standard	EURO 4 compliant
		Safety features	SRS Airbags for Driver and Front Passenger; Side door impact beams Anti-Lock Breaking System (ABS) Brakes: Ventilated Discs and Drum
		Tires and Wheels	All Alloy Wheels Wheel size: 215/7
		Air-conditioning System	Manual controls and Rear Vents
		Audio system	With Display Audio capable of connectivity via AUX/USB/BT, T-link (for Apple and Android) and with at least 4 speakers
		Inclusions	<ul style="list-style-type: none"> <li>• Three (3) years LTO registration;</li> <li>• One-year TPL insurance;</li> <li>• One-year Comprehensive Insurance;</li> <li>• Free Labor on Preventive Maintenance service within the first 5,000 kilometer check up as the minimum/change oil;</li> <li>• Rust proofing/undercoating</li> <li>• Other free accessories;</li> <li>• Complete Set of Tools, Jack and Operations and Maintenance Manual;</li> <li>• New spare tire, early warning device, 3m tint and matting, seat cover;</li> <li>• Mag wheels;</li> </ul>
		Other Requirements	<ol style="list-style-type: none"> <li>1. Availability of spare parts all over the Philippines;</li> <li>2. Dealer/Supplier must have at least ten (10) authorized service centers in Metro-Manila and at least one (1)</li> </ol>



			<p>service center per region.</p> <p>3. After Sales Service – submission of Certificate of After Sales Service and availability of spare parts within the warranty period with the list of accredited service centers in the Philippines, indicating address, telephone, fax numbers and contact persons;</p> <p>4. Original Warranty/Guarantee Certificates shall be issued in the name of MARINA;</p> <p>5. Unit offered should be presented during the Post-Qualifications;</p>
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B.	LOT 2	QTY	SPECIFICATIONS	
		2 Units	Pick up– Brand New	
			Color	To be advised by the end-user
			Model	Latest available brand new-model;
			Transmission	6-speed Automatic
			Seating capacity	10 seaters
			Engine type	4 cylinder
			Engine Displacement	2500 cc for gasoline or 3000 cc for diesel; or AFV
			Fuel type	Gasoline or Diesel
			Emission Standard	EURO 4 compliant
			Safety features	<ul style="list-style-type: none"> <li>• SRS Airbags for Driver and Front Passenger;</li> <li>• Side door impact beams</li> <li>• Anti-Lock Breaking System (ABS)</li> <li>• Brakes: Ventilated Discs and Drum</li> <li>• Power steering;</li> </ul>
			Tires and Wheels	<ul style="list-style-type: none"> <li>• All Alloy Wheels</li> <li>• Wheel size: 265/65</li> </ul>
			Air-conditioning System	Manual controls and Rear Vents
			Audio System	With Display Audio capable of connectivity via AUX/USB/BT, T-link (for Apple and Android) and with at least 4 speakers

		Inclusions	<ul style="list-style-type: none"> <li>• Three (3) years LTO registration;</li> <li>• One-year TPL insurance;</li> <li>• One-year Comprehensive Insurance;</li> <li>• Free Labor on Preventive Maintenance service within the first 5,000 kilometer check-up as the minimum/ change oil;</li> <li>• Rust proofing/undercoating</li> <li>• Other accessories; <ul style="list-style-type: none"> <li>○ Complete Set of Tools, Jack and Operations and Maintenance Manual;</li> <li>○ New spare tire, early warning device, 3m tint and matting, seat cover;</li> </ul> </li> </ul>
		Other requirements	<ol style="list-style-type: none"> <li>1. Availability of spare parts all over the Philippines;</li> <li>2. Dealer/Supplier must have at least ten (10) authorized service centers in Metro-Manila and at least one (1) service center per region.</li> <li>3. After Sales Service – submission of Certificate of After Sales Service and availability of spare parts within the warranty period with the list of accredited service centers in the Philippines, indicating address, telephone, fax numbers and contact persons;</li> <li>4. Original Warranty/Guarantee Certificates shall be issued in the name of MARINA;</li> <li>5. Unit offered should be presented during the Post-Qualifications;</li> </ol>



C.	LOT 3	QTY	SPECIFICATIONS	
		2 Units	Multi-purpose Vehicle (MPV) – Brand New	
			Color	To be advised by the end-user
			Model	Latest available brand new-model;
			Transmission	6-speed Automatic
			Seating capacity	7 seaters
			Engine type	4 cylinder
			Engine Displacement	1800 cc for gasoline or 2800 cc for diesel; or AFV
			Fuel type	Gasoline or Diesel
			Emission Standard	EURO compliant
			Safety features	<ul style="list-style-type: none"> <li>• SRS Airbags for Driver and Front Passenger;</li> <li>• Side door impact beams</li> <li>• Anti-Lock Breaking System (ABS)</li> <li>• Brakes: Ventilated Discs and Drum</li> <li>• Power steering;</li> </ul>
			Tires and Wheels	<ul style="list-style-type: none"> <li>• All Alloy Wheels</li> <li>• Wheel size: 17" 215/55</li> </ul>
			Air-conditioning System	Manual controls and Rear Vents
			Audio System	With Display Audio capable of connectivity via AUX/USB/BT, T-link (for Apple and Android) and with at least 4 speakers
			Warranty	With three (3) years warranty or 100,000 kilometers whichever comes first, on both parts and services
			Inclusions	<ul style="list-style-type: none"> <li>• Three (3) years LTO registration;</li> <li>• One-year TPL insurance;</li> <li>• One-year Comprehensive Insurance;</li> <li>• Free Labor on Preventive Maintenance service within the first 5,000 kilometer check up as the minimum/ change oil;</li> <li>• Rust proofing/undercoating</li> <li>• Other free accessories;</li> <li>• Complete Set of Tools,</li> </ul>

			Jack and Operations and Maintenance Manual;  <ul style="list-style-type: none"> <li>New spare tire, early warning device, 3m tint and matting, seat cover;</li> </ul>
		Other requirements	<ol style="list-style-type: none"> <li>1. Availability of spare parts all over the Philippines;</li> <li>2. Dealer/Supplier must have at least ten (10) authorized service centers in Metro-Manila and at least one (1) service center per region.</li> <li>3. After Sales Service – submission of Certificate of After Sales Service and availability of spare parts within the warranty period with the list of accredited service centers in the Philippines, indicating address, telephone, fax numbers and contact persons;</li> </ol>

C.	LOT 4	QTY	SPECIFICATIONS	
		1 Unit	Sports Utility Vehicle (SUV) – Brand New	
			Color	To be advised by the end-user
			Model	Latest available brand new-model;
			Transmission	6-speed Automatic
			Seating capacity	5 seaters
			Engine type	4 cylinder
			Engine Displacement	2700 cc for gasoline or 3000 cc for diesel; or AFV
			Fuel type	Gasoline or Diesel
			Emission Standard	EURO compliant
			Safety features	<ul style="list-style-type: none"> <li>SRS Airbags for Driver and Front Passenger;</li> <li>Side door impact beams</li> <li>Anti-Lock Breaking System (ABS)</li> <li>Brakes: Ventilated Discs and Drum</li> <li>All Power (windows, door locks/power steering)</li> <li>Security Alarm equipped</li> <li>Reverse Sensor</li> </ul>
			Tires and Wheels	<ul style="list-style-type: none"> <li>All Alloy Wheels</li> <li>Wheel size: 18"</li> </ul>



		Air-conditioning System	Manual controls and Rear Vents
		Audio System	With Display Audio capable of connectivity via AUX/USB/BT, T-link (for Apple and Android) and with at least 4 speakers
		Warranty	With three (3) years warranty or 100,000 kilometers whichever comes first, on both parts and services
		Inclusions	<ul style="list-style-type: none"> <li>• Three (3) years LTO registration;</li> <li>• One-year TPL insurance;</li> <li>• One-year Comprehensive Insurance;</li> <li>• Free Labor on Preventive Maintenance service within the first 5,000 kilometer check-up as the minimum/change oil;</li> <li>• Rust proofing/undercoating</li> <li>• Other free accessories;</li> <li>• Complete Set of Tools, Jack and Operations and Maintenance Manual;</li> <li>• New spare tire, early warning device, 3m tint and matting, seat cover;</li> </ul>
			<ul style="list-style-type: none"> <li>• Availability of spare parts all over the Philippines;</li> <li>• Dealer/Supplier must have at least ten (10) authorized service centers in Metro-Manila and at least one (1) service center per region.</li> <li>• After Sales Service – submission of Certificate of After Sales Service and availability of spare parts within the warranty period with the list of accredited service centers in the Philippines, indicating address, telephone, fax numbers and contact</li> </ul>

			<p>persons;</p> <ul style="list-style-type: none"> <li>Original Warranty/Guarantee Certificates shall be issued in the name of MARINA;</li> </ul>
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D.	LOT 5	QTY	SPECIFICATIONS	
		9 Units	Motorcycles – Brand New	
			Color	To be advised by the end-user
			Category	Scooter
			Transmission	CVT
			Average weight	Dry Weight: Not less than 106.0 kg.(233.7 lbs.)
			Seating capacity	2 seaters
			Engine type	Liquid cooled
			Engine Displacement	not to exceed 200 cc. 2700 cc for gasoline or 3000 cc for diesel; or AFV
			Fuel type	Gasoline or diesel
			Fuel and Ignition	<ul style="list-style-type: none"> <li>Start option: electric</li> <li>Fuel supply system: Fuel Injection</li> </ul>
			Tire	Tubeless radial
			Gear and transmission	Gear box: Variable speed
			Inclusions	<ul style="list-style-type: none"> <li>LTO Registration</li> <li>Motorcycle insurance</li> <li>At least 18 months Warranty</li> <li>Other Accessories</li> <li>Standard protective motorcycle helmet (RA 10054)</li> <li>Compliant with the specification prescribed by DTI and which bear the Philippine Standard mark or Import Commodity Clearance (ICC) of the Bureau of Product Standards (BPS)</li> <li>Full face visor helmet (MMDA requirement against covid 19)</li> <li>Dual visor system</li> </ul>



			<ul style="list-style-type: none"> <li>○ Removable and washable liner</li> <li>○ Active flow three stage ventilation system</li> <li>○ Quick release visor</li> <li>○ Raincoat (Rainsuit) <ul style="list-style-type: none"> <li>○ Pants and Jacket</li> <li>○ Waterproof</li> <li>○ 100% Polyester</li> <li>○ Sizes available (small to 3XL)</li> </ul> </li> <li>○ Alloy top box</li> </ul>
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#### **IV. BIDDER'S QUALIFICATIONS**

- a. Must be at least ten (10) years of operation in the Philippine market.
- b. Must have at least ten (10) authorized service centers in Metro-Manila and at least one (1) service center per region
- c. Must be PhilGEPS Registered

#### **V. RESPONSIBILITY OF DEALER / DISTRIBUTOR**

1. Conduct of drive test of service vehicles and motorcycles;
2. Warranty card should be turned-over to MARINA on the same date of delivery of vehicles;
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,
4. After Sales Service and Support during the warranty period, all reported defects shall be immediately completely and full satisfactorily repaired/replaced by the winning bidder/supplier within seventy-two (72) hours after receipt of notification in any form of communication such as but not limited to electronic mail, internet platform, verbal, and or written notices from the authorized MARINA officials and or employees.

#### **VI. TERMS OF DELIVERY**

1. Delivery of the above items shall be within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and to be delivered to the MARINA Central and Regional Offices at the addresses below, as follows:

1.	MARINA CO	2 units	Passenger Van/MPV	MARINA Building – 20 <sup>th</sup> Street cr. Bonifacio Drive 1018 Port Area, Manila
2.	MRO-IV A	1 unit	Passenger Van	Caedo Commercial Center Calicanto Batangas City
		5 units	Motorcycles	
3.	MRO-V	1 unit	Passenger Van	2F RDC Primeland Inc. Building B3 L6 Landco Business Park Capantawan Legazpi City
		1 unit	Motorcycle	
4.	MRO VI	1 unit	Motorcycle	MRO VI Bldg, Dela Rama St. Iloilo City
5.	MRO VII	1 unit	Motorcycle	Dona Modesta Gaisano St. Sudlon Lahug 6000 Cebu City
6.	MRO VIII	1 unit	MPV	2F Uytingkoc Senator Enage St. Tacloban City
7.	MRO IX	1 unit	Passenger Van	2F & 3F A Macrohon Building Campaner St. Zamboanga City
8.	MRO X	2 units	SUV/Pick-up	2F SEJO Lim Building Gemelina St. Cagayan De Oro City
		1 unit	Motorcycle	
9.	MRO XI	1 unit	Passenger Van	Davao Ching Printers Inc. Bldg. Lakandula Davao City
10.	MRO XII	1 unit	Passenger Van	Door A17-A19, ECA Bldg., National Highway, General Santos City
11.	MRO XIII	2 units	Passenger Van /Pick-up	Port Area, Surigao City
		21 units		

2. Deliveries should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for a valid reason why the same cannot be complied with.

## VII. PAYMENT TERM

The payment shall be done within thirty (30) working days upon submission of complete documents including, delivery, testing and upon issuance of Inspection and Acceptance Report by the authorized/designated representatives of MARINA, subject to performance security retention.



### VIII. Liquidating Damage

MARINA shall impose a penalty of 1/10 of 1% of the total value of the undelivered unit/s for each day of delay as liquidated damages after specified allowable number of days to deliver the units.

### IX. Inspection, Testing and Acceptance

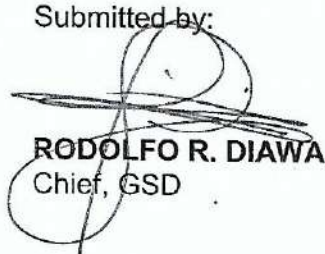
The delivered motor vehicles and motorcycles shall be subjected to visual and functional inspection and testing, acceptance and parameters such as, but not limited to:

- Quantity per item and accessories, if applicable
- compliance to specification (offered vs. delivered)
- functionality such as but not limited to:
  - a. Engine will start-up
  - b. Air-conditioning system is working system, if applicable
  - c. Doors and windows mechanisms are functional.
- Drive test

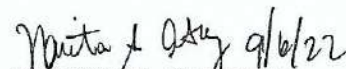
### X. Right of MARINA

MARINA reserves the right to inspect or test the commodities and accept or reject, not to accept, or receive and return any unit/s, and cancel the corresponding contract if the units are found to be defective, incomplete, or non-compliant to the specifications herein specified.

Submitted by:

  
**RODOLFO R. DIAWA**  
Chief, GSD

Recommending Approval:

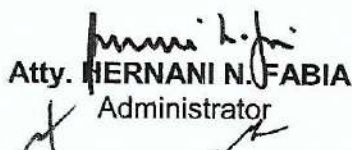
  
**NENITA S. ATIENZA**  
Director II, MFAS

Reviewed by:

  
**CHERYL V. PASCUA**  
Head, TWG for Goods and Services

  
**Dir. ARSENIO F. LINGAD II**  
BAC Chairperson

Approved/Disapproved

  
**Atty. HERNANI N. FABIA**  
Administrator