

TERMS OF REFERENCE
SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW AIRCONDITIONED
MINI-BUS FOR THE MARITIME INDUSTRY AUTHORITY CENTRAL OFFICE

I. Background

The Maritime Industry Authority (MARINA) is a government agency established pursuant to Presidential Decree No. 474 and attached to the Department of Transportation (DOTr). In compliance with Republic Act. No. 9184 known as the "**Government Procurement Reform Act**", the MARINA Central Office will be conducting a public bidding for the SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW AIRCONDITIONED MINI-BUS.

II. Objective

The two (2) units brand new mini-bus are intended for the shuttle service of MARINA personnel most especially when the MARINA Central Office will be transferred to its new building at Bonifacio Drive, South Harbor, Port Area, Manila which has limited accessibility to public utility transport. The mini-bus will be utilized for the various activities requiring mass transport of MARINA Central Office personnel and involvement of MARINA Regional Offices' personnel.

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **Six Million Six Hundred Thousand Pesos (P6,600,000.00)**, inclusive of all applicable taxes sourced from the 2018 GAA.

IV. Bidder's Qualifications

1. Must be at least 10 years of operation in the Philippine market.
2. Certification from Land Transportation Office (LTO)-accredited manufacturers and importer attesting to the availability of authorized dealers and service centers in all regions of the country for the last twenty (20) years.

V. Deliverables

Two (2) units brand new airconditioned Mini-Bus. Each Mini-Bus consist of at least 30 passengers including driver.

VI. Technical Specifications

1. General Specifications:
 - 1.1 Two (2) units brand new mini-bus
 - 1.2 Manual
 - 1.3 Each consist of at least 30 passengers including driver
2. Model:
 - 2.1 2017 or latest

3. Performance:

- 3.1 Engine Type – 4 cylinder In-line, 16 Valve OHV, Gear Drive
- 3.2 Displacement (cc) – At least 4,500 cc
- 3.3 Fuel – Diesel
- 3.4 Transmission Type - 5 Forward and 1 Reverse Speed, 1st to 5th, Rev. Synchromesh Gears
- 3.5 Steering System - Ball Nut Type with Integral Type Hydraulic Power Booster, Tilt Steering Column

4. Dimension:

- 4.1 Length – 6,245 mm to 7,730 mm
- 4.2 Width – at least 2,010 mm
- 4.3 Height – at least 2,630 mm

5. Interior and Convenience Features:

- 5.1 Air-conditioning – Manual and full cooling capacity
- 5.2 Audio (AM/FM Radio and CD with 4 speakers)
- 5.3 Power Steering
- 5.4 Automatic door

6. Safety Features:

- 6.1 Fire extinguishers
- 6.2 Seat belts
- 6.3 Antilock Braking System (ABS)

7. Color:

- 7.1 Preferably White

8. Accessories:

- 8.1 Reverse Warning Buzzer
- 8.2 12-volt sockets/ Receptacles
- 8.3 Digital Clock
- 8.4 Front and Rear Under View Mirror
- 8.5 AM/FM Radio & CD/MP3 Player with USB ports and bluetooth w/ 4-Speakers, Preferably with GPS Tracking Device
- 8.6 Rear Wiper and Washer

VII. Delivery Schedule

- 1. The two (2) units Air-conditioned Mini-Bus must be delivered within thirty (30) calendar days after receipt of the Notice to Proceed (NTP).
- 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 valid reason why the same cannot be complied with.
- 3. MARINA shall impose penalty of 1/10 of 1% of the total value of the undelivered order for each day of delay as liquidated damages after the specified allowable number of days to deliver the units.
- 4. Non-availability of units shall be made known to the procuring entity before the acceptance of the NTP.

VIII. Other Requirements

1. Warranty
- 1.1. 3 years or 100,000 kilometers whichever comes first
2. Incidental Services
- 2.1. Registration for the first three (3) years and Comprehensive and Third Party Liability for the 1st year

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 MARINA.
2. The MARINA shall have the right to reject and return the unit(s) and cancel the corresponding Contract if units delivered are defective, incomplete or non-compliant to the specifications herein specified.

X. Terms of Payment

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.