

## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW AIR-CONDITIONED MOTOR VEHICLE FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**

#### **I. BACKGROUND**

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

#### **II. OBJECTIVES**

1. For mobility of BAFE 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 DA Clients through adequate motor transport system.

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

The Approved Budget for the Contract is One Million Eight Hundred Thousand Pesos (Php 1,800,00.00) 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 twenty (20) years.

#### **V. DELIVERABLES**

One unit (1) brand-new air-conditioned Passenger Van. It shall be a large four-wheel enclosed vehicle intended for conveying passengers and/or hauling cargo, traditionally having four (4) doors (two side doors for the driver and front passengers, a passenger side sliding door, and tailgate). The seating capacity ranges from 12 to 15 passengers, including the driver.

## VI. TECHNICAL SPECIFICATIONS

ITEM	DESCRIPTION	MINIMUM SPECIFICATIONS
<b>1</b>	<b>BODY TYPE</b>	Passenger Van
<b>2</b>	<b>MODEL</b>	Latest available
<b>3</b>	<b>QUANTITY</b>	1
<b>4</b>	<b>COLOR</b>	Black, White or Silver
<b>5</b>	<b>ENGINE AND TRANSMISSION</b>	
	5.1. Engine Size	At Least 3.0 Liters
	5.2. Displacement	Not exceeding 3000cc
	5.3. Euro Level	At least Euro 4 emission standard
	5.4. Drive	4 x 2
	5.5. No. of Cylinders	4
	5.6. Fuel Delivery System	Based on Manufacturer's Product Brand Specification Brochure as Offered
	5.7. No. of Valves	16
	5.8. Transmission	Manual, 6 speed Forward with Reverse & Neutral
	5.9. Steering Type	Left hand drive, Power Assisted
	5.10. Body and Frame	Van type with side door/s and rear door
	5.11. Fuel Type	Diesel
	5.12. Fuel Tank Capacity	60 to 75 liters
<b>6</b>	<b>DIMENSIONS</b>	
	5.1. No. of Doors	Minimum of 4
	5.2. Seating Capacity	12-15 seater (including driver)
<b>7</b>	<b>TIRES AND WHEELS</b>	
	7.1. Wheel Size	15 inches
	7.2. Wheel Metal Type	Steel
<b>8</b>	<b>SAFETY AND SECURITY</b>	
	8.1. SRS Airbags	Equipped
	8.2. Driver's Airbag	Equipped
	8.3. Front Passenger's Airbag	Equipped
	8.4. Seatbelts	Equipped
	8.5. Anti-Lock Braking System	Equipped
	8.6. Security Alarm	Equipped
	8.7. Reverse Sensors	Equipped
	8.8. Front Brakes	Ventilated Discs
	8.9. Rear Brakes:	Drum
<b>9</b>	<b>ADD-ON FEATURES</b>	
	9.1. All Power	Windows/ Door Locks/ Power Steering
	9.2. Audio System	2 DIN, AM/FM, CD, AUX, 4 speakers
	9.3. Air-Conditioning System	Dual, Manual Controls with Rear Individual Register and side ACU
<b>10</b>	<b>ACCESSORIES</b>	
	10.1. Dash Cam with Dedicated SD Card	Equipped
	10.2. Door Visor	Equipped
	10.3. 3M Tint	Equipped
	10.4. Early Warning Device	Equipped

	(EWD)	
	10.5. Matting	Equipped
	10.6. Step Board (Front only - Driver & Passenger)	Equipped
	10.7. Ceiling shall be included	Equipped with Full Headliner
	10.8. Extra seat cover	Leatherette, 1 set
	10.9. Heavy duty Jumper Cable	2000amp,
	10.1. Portable Outdoor Power bank station with led light & AC, DC, USB, and Type C Output Ports	At least 80,000 mAh
	10.2. Car Power Inverter- Universal compatible with the power bank	Equipped
	10.3. Drivers Seat Transparent Cover	Clear Acrylic Sheet, 4 mm. thick minimum
<b>11</b>	<b>EQUIPMENT TOOLS</b>	
	11.1. Standard Set of Tools	Equipped
	11.2. OVM Tools	Equipped
	11.3. Hydraulic Jack	Equipped
	11.4. Spare Tire	Equipped
	11.5. Tire Wrench	Equipped
<b>12</b>	<b>MAINTENANCE MANUAL</b>	Bidders shall provide maintenance manuals in English language
<b>13</b>	<b>OPERATION MANUAL</b>	Bidders shall provide Operation Manuals in English language

## **VII. OTHER REQUIREMENTS**

1. Warranty - Three (3) years or 100,000 kilometers whichever comes first.
2. Three (3) years LTO Registration
3. One (1) year GSIS Third-Party Liability motor vehicle insurance
4. Free labor on preventive maintenance service within the first five thousand (5000) kilometers.
5. Dealers must have service centers in Metro Manila and nearby provinces.
6. 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 that spare parts be available 10 years from the date of acceptance.
7. Original Warranty/Guarantee Certificates shall be issued in the name of BAFE.
8. Distributorship Agreement shall be provided for the legitimacy of the supplier.
9. In the observance of COA Circular 1977-061: Provision of "For Official Use Only" marking with the name of the office using it on each side of the motor Vehicle (see attached picture).

**VIII. DELIVERY SCHEDULE**

1. Delivery Period: The one (1) unit brand new air-conditioned Passenger Van must be delivered within **thirty (30) calendar days** upon the receipt of the Notice to Proceed (NTP).
2. Delivery Site: The motor vehicle must be delivered at the address below:

Standard Regulations And Enforcement Division  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING**  
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon  
City

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 DA-BAFE.
2. The DA-BAFE 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 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.

Prepared by:

  
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Approved by:

  
**ENGR. JANICE P. VARGAS**  
Chief, SRED



**DEPARTMENT OF AGRICULTURE  
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING**

**FOR OFFICIAL USE ONLY (3 inches size)**