

## TERMS OF REFERENCE

2023 OCT 12 AM 10:00

# SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW AIR-CONDITIONED MINI-BUS FOR THE OFFICE OF THE SOLICITOR GENERAL

## I. Background

In compliance with Republic Act (R.A.) No. 9184 known as the "Government Procurement Reform Act"<sup>1</sup>, the Office of the Solicitor General (OSG) will be conducting a public bidding for the supply and delivery of one (1) unit brand new air-conditioned mini-bus.

## II. Objective

The OSG's objective in procuring a brand-new air-conditioned mini-bus is for the mass transport of OSG officials and employees to trainings, seminars, conferences, capacity building and planning activities and other official travels where the use of the regular OSG buses would not be economical *vis-à-vis* the number of passengers availing of the transport service.<sup>2</sup>

## III. Approved Budget for the Contract

The approved budget for the contract is PhP4,200,000.00.

## IV. Bidder's Qualifications

1. Bidder must have an ISO 9001:2015 & ISO 14001:2015;
2. Bidder must be engaged in the sale, distribution, delivery or manufacturing of diesel engine vehicle/s for at least ten (10) years; and
3. Bidder must have own assembly plant in the Philippines or accredited in house automobile service center and *dealer of parts and accessories* by the manufacturer.
4. The Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within ten (10) years prior to the deadline for the submission and receipt of bids.

<sup>1</sup> Section I.

<sup>2</sup> OSG Procurement of Motor Vehicles FY 2023.

For this purpose, similar contract shall refer to procurement contract of diesel powered passenger type land vehicles.

## **V. Deliverables**

One (1) unit brand new air-conditioned mini-bus bus with a minimum capacity of 29 passengers, including the driver.<sup>3</sup>

## **VI. Technical Specifications**

1. Body:
  - 1.1 six (6) wheel heavy and long-bodied motor vehicle with locally assembled or fully imported chassis and body;
  - 1.2 Single deck;
  - 1.3 Dimension: (minimum)
    - Length = 6,225 (mm)
    - Width = 1,845 (mm)
    - Height = 1,860 (mm)
2. Engine and brake system:
  - 2.1 Diesel fed, direct injection, turbo-charged and intercooled, electronic control common rail type, with exhaust gas recirculation system (EGR);
  - 2.2 Water cooled engine;
  - 2.3 Emission compliant – EURO IV (Minimum);
  - 2.4 Front mounted engine;
  - 2.5 Engine displacement: minimum 3,900 cc but not to exceed 6500 cc, diesel; and
  - 2.6 Antilock Braking System.
3. Transmission:
  - 3.1 Speed: Minimum 5-Forward and 1-Reverse;
  - 3.2 Mechanical control with power shift.
4. Air-conditioning system and ventilation:
  - 4.1 Roof mounted aircon unit;
  - 4.2 R134a type refrigerant; and
  - 4.3 Adequate air vents for equal distribution of cool air.
5. Seating (minimum of 29 passengers, including driver):
  - 5.1 Individual seats for at least 28 passengers (including 1 back seat) plus 1 seat for driver;
  - 5.2 Reclining backrest; and
  - 5.3 Leatherette seat upholstery.
6. Accessories and peripherals:

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<sup>3</sup> Annex "A", p. 4, Department of Budget and Management Circular No. 2022-1 dated 11 February 2022.

- 6.1 A/V system: AM/FM stereo, DVD/ CD/USB/ components, LED TV Monitor (min. of 24 inches), microphone and speakers;
  - 6.2 Standard set of tools (includes one (1) hydraulic jack 5-tons, tire wrench, and early warning device);
  - 6.3 One (1) fire extinguisher;
  - 6.4 Side view mirror;
  - 6.5 Driver's sun visor;
  - 6.6 Inside rear view mirror; and
  - 6.7 Digital clock.
7. Paint/Design: White with OSG design decals bearing the latest OSG logo.
8. Other requirements:
- 8.1 Warranty over the mini-bus, including its peripherals, accessories for a period of one (1) year;
  - 8.2 Free preventive maintenance for the first 120,000 kilometers or one (1) year, whichever comes first;
  - 8.3 Free LTO registration for the first three (3) years; and
  - 8.4 Free Third Party Insurance Liability Insurance for the first year.

## **VII. Delivery Schedule**

1. The delivery of the minibus must be made within office hours and on a regular working day within seventy-five (75) calendar days from receipt of the Notice to Proceed (NTP).
2. The delivery must be made within office hours and on a regular working day on or before the stipulated date in the contract. If there should be delay in the delivery of the bus because of valid reasons, the winning bidder must notify and secure the approval of the Solicitor General for such delay.
3. Unless the Solicitor General is notified and approves the delay as stated in the immediately preceding paragraph, the OSG shall impose a penalty of 1/10 of 1% of the value of the bus for each day of delay as liquidated damages.

## **VIII. Inspection, Testing and Acceptance**

1. The winning bidder warrants full after-sales service and support during the warranty period. The winning bidder endeavors to repair/replace all reported defects within seventy-two (72) hours from receipt of notice from the OSG.