

TERMS OF REFERENCE

For the Procurement of Two (2) Brand New Sports Utility Vehicle (SUV)

2024 JUN 14 PM 3:43

Sub

Handwritten signature and initials in the top right corner.

The Office of the Solicitor General (OSG) is authorized to purchase two (2) units of vehicle to be charged against the Agency's Specific Budget under FY 2023 General Appropriations Act, Republic Act No. 11936, through issued National Budget Circular No. 590 dated 3 January 2023 in the amount of Three Million Pesos (Php3,000,000.00) for the two (2) Assistant Solicitors General.

The said vehicles are intended for the official use and transportation of the two (2) Assistant Solicitors General in attending various meetings, hearings, trainings, and the conduct of other official business.

Pursuant to Administrative Order (AO) No. 14 dated 10 December 2018, in relation to Department of Budget and Management Budget Circular No. 2022-1A dated 01 March 2023 and Annex A - Updated Motor Vehicle Description, Classifications and Specifications Guide, the following are the allowable car specifications for the two (2) Assistant Solicitors General with an equivalent rank of a Department Undersecretary, viz:

A. FOR THE EXERCISE OF THE EXECUTIVE FUNCTIONS

| | | |
|---|---------------------------------|--|
| For a Department Undersecretary/SG-30 and other officials of equivalent rank in NGAs, GOCCs and LGUs | a. Car (Sedan or Hatchback) | Car (Sedan or Hatchback): Engine displacement not exceeding 1800 cc for gasoline and diesel; or AFV |
| | b. MPV | A four-wheel enclosed vehicle having dual side doors and a fifth rear door or lift-up tailgate. It has a maximum seating capacity of 10 passengers, including the driver. Engine displacement not exceeding 2000 cc for gasoline or 2800 cc diesel; or AFV |
| | c. Sports Utility Vehicle (SUV) | A type of passenger vehicle which combines the load-hauling and passenger-carrying capacity of an MPV with features designed for off-road driving. It is a high-performance two- |

| | | |
|--|--|---|
| | | <p>wheel/four-wheel drive car built on a truck chassis and a suspension designed for giving ground clearance for off-road driving.</p> <p>Engine displacement not exceeding 2700cc for gasoline or 3000cc for diesel; or AFV</p> |
|--|--|---|

Hence, listed below are the **minimum technical specifications** of SUV, intended for the Assistant Solicitor General:

| | | |
|---------------------------|---|---|
| DIMENSIONS | 4400 (L) x 1,800 (W) x 1,600 (H) mm | |
| CHASSIS | Seating Capacity | 5 persons |
| | Brakes | Ventilated Discs (Front) Solid Discs (Rear) |
| | Fuel System | Direct Injection |
| | Tires & Wheel | 17" Alloy Wheels |
| | Type | Gasoline |
| | Displacement | 1700cc |
| | Transmission | Continuously Variable Transmission (CVT) |
| | Max. Output | 98 / 5,200 |
| | Max. Torque | 142 / 3,600 |
| | Cylinders | not exceeding four (4) |
| STANDARD INCLUSION | <ul style="list-style-type: none"> • Three (3) years LTO Registration • Third Party Liability Insurance • Tint • Standard Set of Tools • Owner's Vehicle Maintenance (OVM) Tools • Hydraulic Jack • Spare Tire • Tire Wrench • Freebies (e.g. car cover, early warning device, umbrella) | |
| WARRANTY | <ul style="list-style-type: none"> • Three (3) years or 100,000 kms, <i>whichever comes first.</i> • Free labor on Preventive Maintenance Service (PMS) within the first 5,000 kilometers. Costs of materials/parts, if any, are excluded. • Dealer must have service centers in Metro | |

| | |
|--|---|
| | <p>Manila.</p> <ul style="list-style-type: none"> • AFTER SALES SERVICE Submission of Certificate of After Sales Service, Manpower Requirements, and Availability of Spare Parts within the warranty period with the list of accredited service centers within the National Capital Region (NCR), indicating the address and contact numbers. Said Certificates shall be issued in the name of OSG. |
| TERMS OF DELIVERY | <p>Unit shall be delivered within forty-five (45) calendar days after receipt of Certificate/Notice to Proceed.</p> <p>The motor vehicle must be delivered at the address below:</p> <p style="text-align: center;">OFFICE OF THE SOLICITOR GENERAL 134 Amorsolo Street, Legazpi Village, Makati City</p> <p>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.</p> |
| SPECIAL PROVISION | <p>Bidder must have been engaged in the sale and service maintenance of vehicles in good standing in the Philippines for at least five (5) years from the date of the Invitation to Bid. The vehicle brand must have good quality track record and must have been commercially sold and distributed in the Philippines for at least 10 years from the date of the Invitation to Bid.</p> <p>Further, bidder must provide at least one (1) similar contract, completed within five (5) years prior to the deadline for the submission and receipt of bids.</p> <p>For this purpose, a contract shall be considered similar to the contract to be bid if it involves goods or services of the same nature and complexity as the subject matter of the project being procured.</p> |
| ELIGIBLE GOODS AND RELATED SERVICES | <p>Goods to be supplied under the Contract funded under GAA for FY 2023 shall be available in the market to be defined in the ITB, except otherwise to be indicated in the Bid documents that would restrict origin of goods and related services from country-of origin prohibited by a decision of the UN Security Council under Chapter VII of the Charter of</p> |

| | |
|---|---|
| | <p>the United Nations.</p> <p>For purposes of this procurement, "goods" shall refer to motor vehicle from eligible and duly accredited sales and service centers that offers "related after-sales services" such as but not limited to accessibility to service centers for repairs and maintenance, with available off-the shelf spare parts.</p> |
| INSPECTION, TESTING AND ACCEPTANCE | <p>Upon delivery, the inspection team shall conduct examination of the vehicle.</p> <p>If after said inspection the unit delivered is found to be defective, incomplete, or non-compliant to the specifications herein identified, OSG shall have the right to reject and return the unit and cancel the corresponding Contract.</p> <p>Further, all costs of testing shall be for the account of the supplier.</p> |
| TERMS OF PAYMENT | <p>Payment within 30 days from completion of delivery, issuance of Inspection and Acceptance Report by the OSG, and submission of all other required documents, such as but not limited to the Motor Vehicle Official Receipt and Certificate of Registration.</p> |

TECHNICAL WORKING GROUP:


ARLEEN T. REYES
 Assistant Solicitor General
 Chairperson, Technical Working Group



DEONNALYNNE G. FERNANDEZ-DELA CRUZ
 Associate Solicitor III
 Member, Technical Working Group


SHANNON ALYSSA L. SANTOS
 Associate Solicitor II
 Member, Technical Working Group

RICARDO G. LOPEZ
 Chief Administrative Officer
 Member, Technical Working Group



MA. ERIKA G. ATAD
Administrative Officer V
Member, Technical Working Group



GIRLIE V. DALANON
Administrative Officer V
Member, Technical Working Group



EDWIN M. BAGOS
Senior Administrative Assistant III
Member, Technical Working Group



EDGAR F. ORFILLA
Administrative Assistant III
Member, Technical Working Group