



Republic of the Philippines

## OFFICE OF THE SOLICITOR GENERAL

### TERMS OF REFERENCE

#### Procurement of Two (2) Brand New Utility Vans for the Office of the Solicitor General (OSG)

The Office of the Solicitor General (OSG) is authorized to purchase two (2) units of utility vans under Authority to Purchase Motor Vehicles (APMV) No. D4-26-00028, dated June 30, 2025 with an allocation of **One Million Four Hundred Fifty Thousand Pesos (Php1,450,000.00)** per unit, or a total of **Two Million Nine Hundred Thousand Pesos (Php2,900,000.00)**, to be charged against the Agency's Specific Budget under General Appropriations Act (GAA) for Fiscal Year 2026.

Said vehicle is intended for the official use and transportation of personnel, equipment, supplies, products, and materials of the OSG.

Pursuant to Administrative Order (AO) No. 14 dated December 10, 2018, in relation to Department of Budget and Management Circular No. 2022-1 dated February 11, 2022 and Annex A – *Updated Motor Vehicle Description, Classifications and Specifications Guide*, the following are the allowable van specifications for general urban use where road conditions are generally good, viz.:

#### B. FOR THE TRANSPORT OF PERSONNEL, EQUIPMENT, SUPPLIES, PRODUCTS, AND MATERIALS

Intended Use	Vehicle Classification	Vehicle Description and Allowed Specifications
1. For general urban use where road conditions are generally good	b. Van	<p>A fully or partially enclosed four-wheel general purpose utility vehicle with two (2) compartments: (i) the front cabin/cab with two (2) side doors seating three (3) passengers, including the driver, on a full width seat, and (ii) the rear deck accommodating eight (8) to sixteen (16) passengers with facing collapsible bench seats accessible through rear door(s). A multi-cab is considered a van.</p> <p>Engine displacement not exceeding 2500cc for gasoline or 2800cc for diesel; or AFV.</p>

Hence, listed below are the technical specifications of a utility van intended for the official use and transportation of personnel, equipment, supplies, products, and materials, for general urban use where road conditions are generally good:

**TERMS OF REFERENCE***Procurement of Two (2) Brand New Utility Vans*

<b>DIMENSIONS</b> (minimum)	4,600 (L) x 1,695 (W) x 1,955 (H) mm	
<b>PAYLOAD</b> (minimum)	1,500kg	
<b>CHASSIS</b>	<b>Seating Capacity</b> (maximum)	Front: 3 persons (including driver) Rear: 16 persons
	<b>Brakes</b> (minimum)	Front: Disc Rear: Drum
	<b>Suspension</b> (minimum)	Front: Double Wishbone with Coil Spring Rear: Multi-Leaf Spring
	<b>Fuel System</b> (minimum)	Direct Injection
	<b>Tires &amp; Wheel</b> (minimum)	195 / R14
	<b>Fuel type</b>	Diesel
	<b>Displacement</b>	Minimum: 2497 cc Maximum: 2800 cc
	<b>Transmission</b> (minimum)	5-speed manual
	<b>Max. Output</b>	78 / 3,800
	<b>Max. Torque</b>	176.5 / 1,500
	<b>Cylinders</b> (maximum)	Not exceeding four (4)
<b>AIR-CONDITIONING</b>	Front and Rear Cabin (Dual)	
<b>STANDARD INCLUSIONS</b>	<ul style="list-style-type: none"> <li>• Three (3) years LTO Registration</li> <li>• Third Party Liability Insurance from a government entity</li> <li>• Tint</li> <li>• Standard set of tools</li> <li>• Owner's Vehicle Maintenance (OVM) Tools</li> <li>• Hydraulic Jack</li> <li>• Spare Tire</li> <li>• Tire wrench</li> <li>• Early warning device</li> <li>• Other Freebies</li> </ul>	
<b>WARRANTY</b>	<ul style="list-style-type: none"> <li>• Three (3) years or 100,000 kms., whichever comes first</li> <li>• Free labor on PMS up to 5,000km; Costs of materials/parts, if any, are excluded.</li> <li>• Dealer must have own assembly plant in the Philippines</li> <li>• Dealer must have accredited in-house automobile service center and dealer of parts and accessories by the manufacturer within Metro Manila.</li> <li>• 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 National Capital Region (NCR) indicating the address and contact numbers. Said Certificates shall be issued in the name of the OSG.</li> </ul>	
<b>TERM OF DELIVERY</b>	<p>Units shall be delivered within thirty (30) calendar days after receipt of the Notice to Proceed.</p> <p>The motor vehicle must be delivered at the address below:</p>	

**TERMS OF REFERENCE***Procurement of Two (2) Brand New Utility Vans*

	<p style="text-align: center;">OFFICE OF THE SOLICITOR GENERAL 134 Amorsolo Street, Legaspi 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>
<b>SPECIAL PROVISION</b>	<p>Bidder must have been engaged in the sale and service maintenance of vehicles in good standing in the Philippines for at least twenty (20) 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 five (5) 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 bid if it involves goods or services of the same nature and complexity (i.e., supply and delivery of motor vehicles, particularly utility vans) as the subject matter of the project being procured.</p>
<b>ELIGIBLE GOODS AND SERVICES</b>	<p>Goods to be supplied based on the Contract funded under GAA for FY 2026 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 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>
<b>INSPECTING, TESTING, AND ACCEPTANCE</b>	<p>Upon delivery, the inspection team shall conduct examination of the vehicle.</p> <p>If after said inspection the unit is found to be defective, incomplete, or non-compliant with the specifications herein identified, the 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>
<b>TERMS OF PAYMENT</b>	<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>

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**TECHNICAL WORKING GROUP FOR THE  
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