

TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

Repair and Maintenance Services for One (1) Motor Vehicle of the Philippine Competition Commission

I. Rationale

The Administrative Office – General Services Division (AO–GSD) provides general support services to ensure the functionality, safety, and proper upkeep of the motor vehicles of the Philippine Competition Commission (PCC).

One (1) motor vehicle has been frequently used by PCC officials and employees since 2017 which caused the deterioration of certain major parts, and components, which are excluded from the regular preventive maintenance service schedule. With this, the AO-GSD intends to engage a qualified Service Provider to conduct the repair and maintenance services for the said motor vehicle.

II. Vehicle Typology

Vehicle Brand	Toyota
Vehicle Model	Corolla Altis 1.6G A/T
Year of Production	2017

III. Technical Specifications and Scope of Work

A. Repair, Replacement, and Installation Works

The following parts and/or components shall be brand new, original, genuine, and compatible with the typology of the motor vehicle:

No.	Part / Component	Quantity
1	Damper Servo Sub-assembly (Motor)	1 set
2	Damper Servo Sub-assembly (Inlet)	1 set
3	Air-conditioner Control Assembly	1 set
4	Radial Ball Bearings	2 pcs
5	Steering Gear Assembly	1 set
6	Tie Rod End Sub-assembly	2 set

Labor, materials, tools, equipment, and other necessary miscellaneous items shall be included to complete the repair, replacement and installation works.

B. Cleaning and Other Maintenance Works

The following maintenance works shall be performed:

No.	Work Description	Quantity
1	Wheel Alignment	1 lot
2	Throttle Body Cleaning	1 lot
3	Engine Decarbonizing	1 lot
4	Aircon Cleaning (inclusive of refrigerant recharging)	1 lot
5	Brake Cleaning	1 lot

Labor, materials, tools, equipment, and other necessary miscellaneous items shall be included to complete the cleaning and maintenance works.

IV. Responsibilities of the Service Provider

The Service Provider shall perform the following:

1. Ensure that the motor vehicle is secured and properly handled upon turn over by the End-user.
2. Ensure that material, parts, and components are brand new, original, genuine, and compatible with the typology of the motor vehicle.
3. Comply with the technical specifications and perform all the necessary works stated in Section III of this TOR.
4. Conduct the necessary testing and inspection procedures to ensure quality workmanship on the completed works.
5. Surrender all defective parts, components, and relative miscellaneous items to the End-user for proper accounting and disposal.
6. Ensure that all supporting documents (e.g., vehicle checklists, service orders, inspection reports, etc.) are submitted to the End-user once available for proper documentation.
7. Allow the End-user to inspect the works being performed to the motor vehicles during the implementation of the Project.
8. Waive any additional vehicle storage fees and/or charges prior to the release of the motor vehicle to the End-user.
9. Submit vehicle pre- and post-inspection reports to the authorized representative of the AO-GSD (“End-user”).
10. Rectify immediately and accordingly any damage, malfunction, or defects caused to any parts, components, and systems of the motor vehicle outside the technical specifications and scope of work (see Section III) due to negligence and/or mishandling at no additional cost to the PCC.

V. Qualification of the Service Provider

1. The Service Provider shall be an established automobile service center for at least five (5) years.
2. The Service Provider must have at least one (1) service center located within fifteen (15) kilometers from the location of the PCC central office.
3. The Service Provider shall have at least one (1) Service Adviser or one (1) Sales Adviser available as the need arises to attend to the concerns of the PCC.

VI. Work Schedule and Contract Duration

No	Activity	Duration
1	Preparatory works including order and delivery of parts and components (if any) and turn-over of motor vehicle from the PCC to the Service Provider	Within twenty-one (21) calendar days upon acceptance of the Job Order (JO)
2	Repair and Maintenance Works (see Section III)	Within twenty (20) calendar days upon turn-over of the motor vehicle from the PCC to the Service Provider
3	Turn-over of motor vehicle by the Service Provider to the PCC	Within four (4) calendar days upon completion of the works in Section III

The contract period shall be for a period of **forty-five (45)** calendar days upon acceptance of the JO by the Service Provider.

VII. Approved Budget for the Contract

The Approved Budget for the Contract is **One Hundred Twenty-Eight Thousand, Three Hundred Pesos (PhP128,300.00)**, inclusive of all applicable government taxes, fees, and charges, subject to the usual budgeting, accounting, and auditing rules and regulations.

VIII. Mode of Procurement

The Mode of Procurement shall be **Negotiated Procurement – Small Value Procurement (NP-SVP)** provided under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

IX. Payment Scheme

The Service Provider shall issue a Statement of Account (SOA) and/or Billing Statement (BS) upon completion of the Project.

The PCC shall pay the Service Provider within fifteen (15) calendar days upon receipt of the Delivery Receipt and SOA/BS of the completed Project and issuance of CSSR by the End-user. Payment shall be released within PCC premises.

X. Liquidated Damages

If the Service Provider fails to perform the services within the periods specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the

unperformed portion of every day of delay. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the PCC reserves the right to rescind the contract and to impose appropriate sanctions over and above the liquidated damages paid, without prejudice to other courses of action and remedies open to it.

XI. Dispute Resolution

Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the End-user and the Service Provider (“Parties”).

XII. Warranty

The Service Provider shall provide full warranty for at least one (1) year against any defects on all materials, parts, components and workmanship provided for the Project. This warranty shall include replacement of materials, parts and/or components **within seven (7) calendars days** after the receipt of a valid claim or report from the End-user, at no additional cost to PCC. The warranty period shall commence upon approval and acceptance of the **Warranty Security** by the Parties.

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CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date