



TERMS OF REFERENCE PROCUREMENT OF MOTOR VEHICLES

I. Background

The Regional Office of the Department of Tourism XI shall purchase Motor Vehicles (***Passenger Van and Pick Up***) to be used for the Office Operations specifically for the Standards Accreditation, Marketing, Promotions, and Development for the conduct of Site Validation for Tourism Destinations and other official travels.

This will help the regional office with the transportation needs in all the activities and will add to the existing vehicles to cater to Visiting tourists invited by the regional office and use as the official vehicle for Dignitaries' visits and other related government activities.

II. Approved Budget

LOT NO.	ITEMS	Approved Budget for the Contract (ABC) per Lot
1	Brand New Pick Up	PhP 1,065,000.00
2	Brand New Passenger Van	PhP 2,650,000.00
	TOTAL	PhP 3,715,000.00

The allotted budget for two lots is ***THREE MILLION SEVEN HUNDRED FIFTEEN THOUSAND PESOS ONLY (PhP3,715,000.00)***, inclusive of delivery charges, prescribed government taxes and all other applicable fees.

III. Type & Specification:

The Department of Tourism XI requires the services of a ***MOTOR VEHICLE DISTRIBUTOR / COMPANY*** based in the Philippines that will be able to provide the following:

Lot No. 1 - Purchase of One (1) Brand New Pick-Up

Specifications:

- Pick-Up Truck
- Displacement 2,300-3,000cc
- 5-6 Seating Capacity
- 4 Cylinder, 16 Valves
- Driver & Passenger's Airbags
- Security Lock Alarm System
- ABS Brakes / Ventilated Discs / Drum
- Turbo Intercooler
- 5,300x1950mm
- 70-80L Diesel Fuel Capacity
- 5 to 6 Speed Manual
- Air Conditioning
- 15-17 Wheel Size

Lot No. 2 - Purchase of One (1) Brand new Passenger Van

Specifications:

- Displacement must be 2,755-3,000cc - Turbo Intercooler
- 11 Seating Capacity with Spacious Leg Room
- 4 Cylinder, 16 Valves DOHC
- Driver & Passengers Airbags
- Security Lock Alarm System
- 4 Doors with the provision of Rare Windows
- 16in Wheel Size Alloy Wheels
- 6 Speed Automatic Transmission
- 5,200x1,950X1,990mm
- Auto Brake System (ABS) or Ventilated Disc / Drum
- Front engine hood

IV. Fees and Other Services

- Free LTO Registration for 3 years
- Comprehensive Insurance
- 3-5 years Warranty and Maintenance

V. Documentary Requirements

1. Company Profile;
2. SEC Registration Certificate (Corporation) or DTI Business Name Certificate (Single Prop.)
3. Valid Mayor's permit;
4. PhilGEPS Registration Certificate (Platinum)

VI. Terms and Conditions

1. Must be based in Davao City;
2. Accepts Government payment process (P.O);
3. 20-25 Years in Business in Davao Region and in the Philippines.

VII. Service Requirements

1. Available Repair and Service Centers within Davao City and Region-wide;
2. Parts available within Davao Region and in the country;
3. 24/7 Vehicle Service Center available nationwide;
4. Standard Quality Services;
5. Vehicle Ready and Available for Release maximum of one (1) month;
6. Brand new vehicles

VIII. Payment Procedure and Terms

Payment is within 30-90 days upon delivery of the unit and receipt of Statement of Account/Billing Statement, send-bill to:

DIR. TANYA RABAT-TAN

Regional Director
Department of Tourism - XI
COPE Development Corp.
Building 2, Ground Floor, Unit 1-5
CM Recto, fronting Aldevinco,
Brgy. 34-D Davao City, 8000

IX. Contact Person

Name : Alkid Hatosa / Kamille Araneta
Address : Department of Tourism – XI
COPE Development Corp.
Building 2, Ground Floor, Unit 1-5
CM Recto, fronting Aldevinco, Davao City, 8000
Contact Nos. : (082) 225-1940 / 237-9288 / 09152511420
Email : 2021dotxi.procurement@gmail.com
dot11@tourism.gov.ph

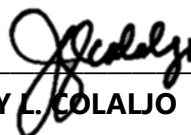
Prepared by:



ALKID HATOSA

Tourism Operations Assistant
Department of Tourism-XI

Recommended by:



JUDY L. COLALJO

Chief Tourism Operations Officer
Department of Tourism-XI

Funds Availability:



GRACE JOYEN

Accountant II
Department of Tourism-XI

Approved by:



TANYA RABAT-TAN

Regional Director, DOT-XI