

TERMS OF REFERENCE

<p style="text-align: center;">PROCUREMENT OF ONE (1) UNIT BRAND NEW MULTI – PURPOSE MOTOR VEHICLE</p>

This Terms of Reference (TOR) describes the technical description of one (1) unit Multi – Purpose Motor Vehicle to be procured for use of the John Hay Management Corporation (JHMC).

1.0 BACKGROUND :

- 1.1 The Office of the President issued the Authority to Purchase to JHMC for one (1) unit brand new Multi – Purpose Motor Vehicle.
- 1.2 **APPROVED BUDGET OF THE CONTRCT (ABC)**

Nine Hundred Thousand Pesos (Php900,000.00), inclusive of VAT and all other applicable government taxes to be charged to the approved 2016 Corporate Operating Budget.

2.0 TECHNICAL SPECIFICATIONS :

Quantity	One (1) unit Brand New Multi-Purpose Motor Vehicle
Type	Any four-wheel utility type vehicle with not less than four (4) doors
Engine	4 Cylinder in line
Fuel Type	Diesel - Fed
Transmission	Automatic
Engine Displacement	Not exceeding 2,500 cc
Power Train	Rear wheel drive
Audio	DVD player / Tuner
Seating Capacity	Six (6) to Eight (8) seaters
Color	To be determined

OTHER REQUIREMENTS

1. Unit

- a. Must be at least ten (10) years in the Philippine Market.
- b. Availability of spare parts all over Luzon.
- c. Basic tool kit with complete set of tools, new spare tire, early warning device, tint, floor matting and rain visors.
- d. Free LTO registration for the first three (3) years.
- e. Free labor on preventive maintenance service within the first 5,000 kilometer check-up as the minimum.
- f. With air-conditioning unit.
- g. With magwheels.

2. Dealers

- a. Must be at least ten (10) years in the business as authorized dealer of brand new vehicles.
- b. Dealer must have service centers within Baguio City

3.0 Delivery Terms :

The delivery period of the above item shall be within fifteen (15) calendar days upon receipt of the approved Notice to Proceed (NTP) and the delivery site shall be at the address below.

John Hay Management Corporation
JHMC Cottages
Camp John Hay, Baguio City

4.0 Payment Terms :

The payment shall be done within fifteen (15) calendar days after complete delivery and written acceptance of deliverables by General Services Division.

5.0 Mode of Procurement :

Public Bidding