

TERMS OF REFERENCE

PROCUREMENT OF SERVICE PROVIDER FOR HAULING SERVICES

I. Item Description and Specifications

Pick up Address	Delivery Address	Cargo Details	Truck Type
(1) BPI-Philamlife Bldg., Ayala Avenue, Makati City	(1) La Campana, Brgy. Olympia, Makati	Office furniture, equipment, and confidential files/records	4 Wheeler Closed Van with minimum cargo area of 10m ³
(2) BDO Valero Tower, Valero St., Makati City	(2) Paco, Manila		
(3) Paco, Manila	(3) BPI-Philamlife bldg., Ayala Avenue, Makati City		
(4) La Campana, Brgy. Olympia, Makati	(4) San Fernando Pampanga Warehouse		
(5) San Fernando Pampanga Warehouse			

Particulars	No. of Trips	Maximum Cost per Trip
Metro Manila transfers	Minimum of ten (10) trips	₱6,080.00 (inclusive of all applicable taxes)
Metro Manila to Pampanga, vice versa	Minimum of five (5) trips	₱13,900.00 (inclusive of all applicable taxes)

II. Other Conditions

- The Service Provider must allocate at least three (3) vehicles for the duration of the contract.
- The vehicles to be assigned must be registered with the LTO and in road worthy condition to handle the hauling activities. In case of breakdown of vehicle during conduct of relocation/transfer activities, the Service Provider must be able to immediately provide a replacement vehicle.
- All expenses pertaining to gasoline, wages of drivers/helpers, toll fees and repair/maintenance of vehicle shall be the sole responsibility of the Service Provider.

4. For proper monitoring, the Service Provider must ensure that its driver/s are equipped with cellular phones, and contact numbers are provided to PHILGUARANTEE representative/s.
5. Parking space for loading and unloading of cargo shall be provided by PHILGUARANTEE.
6. Contract duration shall be for seven (7) months from the issuance of Notice to Proceed. The Service provider is prohibited from imposing any price increase for the said period.
7. If transfer is not implemented/completed within the above 7-month period, PHILGUARANTEE may extend the contract, for another six (6) months, provided that the Service Provider agrees to the extension without price increase and under the same terms and conditions.
8. Payment shall be based on the number of trips undertaken by the Service Provider and verified by PHILGUARANTEE.
9. Bidders must submit the cost per trip for each delivery address as follows:

Pickup Address	Delivery Address	Cost
Within Metro Manila (BPI-Philamlife Bldg., Ayala Avenue, Makati City; BDO Valero Tower, Valero St., Makati City; Paco, Manila; or La Campana, Brgy. Olympia, Makati.)	Within Metro Manila (BPI-Philamlife Bldg., Ayala Avenue, Makati City; BDO Valero Tower, Valero St., Makati City; Paco, Manila; or La Campana, Brgy. Olympia, Makati.)	
Metro Manila	Pampanga, vice versa	

10. The number of trips may exceed the minimum requirement stated above, but the total cost must not exceed the Approved Budget of Contract (ABC) for the relevant year.

III. Contract Period

Seven (7) months from the issuance of the Notice to Proceed, extendable for another six (6) months under the same terms and conditions.


IV. Terms of Payment

30 calendar days upon receipt of duly supported billing statement.

V. Approved Budget for the Contract

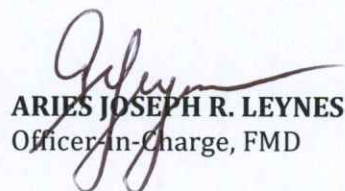
The Approved Budget for the contract is **Four Hundred Thousand Pesos only (P400,000.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:



EARL TIMOTHY C. MOJICA
Procurement Officer II

Reviewed by:



ARIES JOSEPH R. LEYNES
Officer-in-Charge, FMD

Approved by:



MARVYN ANTHONY C. GALANG
Vice President
Facilities and General Services Department

CONFORME:

Name and Signature of Bidder
Date: _____