

TERMS OF REFERENCE

PROCUREMENT OF SERVICE PROVIDER FOR HAULING SERVICES

I. Item Description and Specifications

Pick up Address	Delivery Address	Cargo Details	Truck Type	Number of Trips	Maximum Cost Per Trip
(1) 335 Jade Bldg. Jupiter St., Makati City; and (2) BDO Valero Tower, Valero St., Makati City	BPI-Philamlife bldg., Ayala Avenue, Makati City	Office furniture, equipment, and confidential files/records	4 Wheeler Closed Van with minimum cargo area of 10m ³	<ul style="list-style-type: none"> ➤ Minimum of ten (10) Trips ➤ Relocation/transfer activities to be undertaken during weekends only 	➤ ₱6,080.00 (inclusive of all applicable taxes)
	San Fernando Pampanga Warehouse	Office furniture, equipment, and confidential files/records	4 Wheeler Closed Van with minimum cargo area of 10m ³	<ul style="list-style-type: none"> ➤ Minimum of ten (5) Trips ➤ With two (2) days' notice to service provider on the schedule of transfer 	➤ ₱13,900.00 (inclusive of all applicable taxes)

II. Other Conditions

1. Service Provider must allocate at least three (3) vehicles for the duration of the contract.
2. Vehicles 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, service provider must be able to immediately provide a replacement vehicle.



3. All expenses pertaining to gasoline, wages of drivers/helper, toll fees and repair/maintenance of vehicle shall be the sole responsibility of Service Provider.
4. For proper monitoring, Service Provider must ensure that its driver/s are equipped with the 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 six (6) months from the issuance of Notice to Proceed. Service provider is prohibited from imposing any price increase for the said period.
7. If relocation/transfer is not implemented/completed within the above 6-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 (Makati City and San Fernando Pampanga).
10. Number of trips may exceed the minimum requirement stated above, but the cost must not to exceed the Approved Budget of Contract (ABC) for the relevant year.

III. Contract Period

Six (6) 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

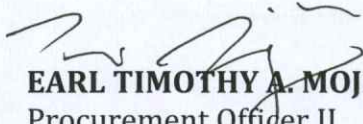
30 calendar days upon receipt of duly supported billing statement.



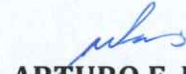
V. Approved Budget for the Contract

The Approved Budget for the contract is **Six Hundred Five Thousand Pesos (₱ 605,000.00) only**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2022.

Prepared by:


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Reviewed by:


ARTURO E. BARRIOS
Administrative Officer III

Approved by:


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

CONFORME:

Name and Signature of Bidder
Date: _____