



GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

APPROVAL PAGE

Preventive Maintenance Services (PMS) and Repair Works for Toyota Motor Vehicles of the Motor Pool at the GSIS Central Office CY 2020

TECHNICAL SPECIFICATIONS

Building and Maintenance Department

Prepared by:

LUIS G. APO

Acting Officer I, THSD-BMD

Approved by:

DIVINA D.C. APOLINAR

Officer-in-Charge, BMD

TERMS OF REFERENCE

- Project Title** : Preventive Maintenance Services (PMS) and Repair Works for Toyota Motor Vehicles of the Motor Pool at the GSIS Central Office
- Approved Budget** : Php 888,402.00
January to December CY 2020
- Objective** : To ensure that all Toyota motor vehicles of the Motor Pool (**Annex A**) are inspected, repaired, and maintained in such a way that wear and tear of parts or defects are replaced/addressed before a violation or accident can occur.
- Project Scope** :
1. The Bidder shall conduct free pre-service inspection and estimate before any necessary maintenance and/or repair works are be undertaken.
 2. Once it has been determined that certain maintenance and/or repair works need to be done, this shall be first approved by the authorized GSIS representative before any work is done within the time frame prescribed below:
 - 2.1 For Preventive Maintenance, within Forty Eight (48) hours from approval of the GSIS authorized representative; and
 - 2.2 For Minor and Major Repairs, within Seventy Two (72) hours from approval of the GSIS authorized representative
 - 2.3 For Preventive Maintenance, Replacement of defective parts including Air-conditioning system, Forty Eight (48) hours from approval of the GSIS authorized representative.
 3. A penalty equivalent to one Tenth (1/10) of One Percent (1%) of the monthly billing shall be imposed for every day of delay in the completion. Shall any delay be due to fortuitous events or natural disasters, the penalty may

be waived subject to the approval of the authorized GSIS representative.

- Specification of Materials to be Procured** : The Bidder shall provide only original and brand new parts when replacement is required.
- Manpower Requirements** : The Bidder shall have the expertise and manpower to perform, or cause to be performed, all its obligations under this contract in a proper, efficient, timely and professional manner. The performance of its obligation under the Contract shall be in conformity with applicable laws, government regulations and business practices
- Support Service Requirements** : N/A
- Warranty and After-Sales Service Requirements** : All replacement parts shall have one (1) year warranty, while labor shall have a one (1) month warranty on the quality of workmanship.
- Standards** : Refer to **Annex B** for the standard maintenance works that need to be undertaken after fixed kilometer intervals.
- Other Information** :
 1. The Bidder shall be held responsible and liable for damage to any GSIS motor vehicle during the performance of its contracted services. The GSIS shall be compensated based on the cost of repair or, if not possible, replacement, as may be determined by the Building and Maintenance Department.
 2. Promises or gifts of money or favors to any official or employee of the GSIS to secure this contract shall be ground for immediate termination of the contract.
- Schedule and Place of Delivery** : The Bidder's repair shop shall be located within Ten (10) kilometer radius from the GSIS Central Office located at the Financial Center Area, Roxas Boulevard, Pasay City
- Terms of Payment** :
 1. The Bidder shall grant the GSIS credit accommodation and shall waive the requisite cash deposit
 2. Payment shall be based on the actual work done inspected and accepted by the GSIS on a monthly basis

3. The monthly billing statement shall be submitted to the GSIS Motor Pool on the first working day of the month following the billing month, with all complete supporting documents attached
4. All payment shall be subject to the applicable taxes, and existing accounting and auditing rules and regulations applicable to the GSIS

**Responsibilities of the
End-User Unit (EUU)
During Project
Implementation**

: A duly-accomplished Job Order detailing the Maintenance and/or Repair Work to be undertaken shall be duly accomplished and approved by the authorized GSIS officers, whose names and signatures shall be provided, shall be submitted by GSIS drivers before any actual maintenance and repair work is undertaken.

PREPARED BY:

APPROVED BY:

LUIS G. APO
Acting Officer I
THSD
Building and Maintenance Department

Engr. DIVINA DC APOLINAR
Officer-in-Charge
Building and Maintenance Department

Annex A: Inventory of Motor Vehicles at the GSIS Central Office

	Make	Year/Model	Plate Number
1	Toyota Fortuner 2.5 SUV A/T Diesel	2008	POQ 906
2	Toyota Fortuner 2.5 SUV A/T Diesel	2008	POQ 916
3	T. Hi-ace Commuter Van 2.5 Diesel	2008	SJC 836
4	T. Hi-ace Commuter Van 2.5 Diesel	2008	SJC 835
5	Toyota Innova 2.5 Diesel	2016	YT 6960
6	Toyota Innova 2.5 Diesel	2016	YT 6934
7	Toyota Innova 2.5 Diesel	2016	YV 1145
8	Toyota Innova 2.5 Diesel	2016	YU 8928
9	Toyota Innova 2.5 Diesel	2016	YV 6706
10	Toyota Innova 2.5 Diesel	2016	YT 6790
11	Toyota Innova 2.5 Diesel	2016	YT 6374
12	Toyota Innova 2.5 Diesel	2016	YT 6987
13	Toyota Innova 2.5 Diesel	2016	YV 6893
14	Toyota Innova 2.5 Diesel	2016	YV 4509
15	Toyota Innova 2.0 Gas	2009	SJS 665
16	Toyota Innova 2.0 Gas	2009	SJS 677
17	Toyota Innova 2.0 Gas	2009	SJS 668
18	Toyota Innova 2.0 Gas	2009	SJS 676
19	Toyota Grandia 3.0 Diesel	2016	YZ 0802
20	Toyota Innova 2.0 Gas	2009	SJS 675

ANNEX B: STANDARDS

2008 TOYOTA INNOVA (GAS)	
Scope of Work	Scope of Work
1. Periodic Maintenance Service (every 10k, 30k, 50k, 70k, 90k, 110k, 130k)	2. Periodic Maintenance Service (every 15k, 25k, 35k, 45k, 55k, 65k, 75k, 85k, 95k)
Engine Detailing	Engine Detailing
Oil Flushing	Oil Flushing
Fuel Treatment	Fuel Treatment
.5 Grease	.5 Grease
Brake Cleaner	Brake Cleaner
Silicon Spray 1/4	Silicon Spray 1/4
Engine Oil	Engine Oil
Oil Filter	Oil Filter
Spark Plugs	Injector cleaner
3. Periodic Maintenance Service (every 10k, 30k, 50k, 70k, 90k, 110k, 130k)	4. Periodic Maintenance Service (every 40k, 80k, 120k, 160k)
Engine Detailing	Engine Detailing
Oil Flushing	Oil Flushing
Fuel Treatment	Fuel Treatment
.5 Grease	.5 Grease
Brake Cleaner	Brake Cleaner
Silicon Spray 1/4	Silicon Spray 1/4
Engine Oil	Engine Oil
Oil Filter	Diff. Gear Oil (2liters)
Air Filter	Manual Transmission Fluid
Spark Plugs	Oil Filter
Injector cleaner	Fuel Filter
Toyota Windshield Washer Fluid	Air Filter
	Spark Plugs
	Injector cleaner
	Brake Fluid (2bottles)
	Coolant
	Toyota Windshield Washer Fluid

2015 TOYOTA INNOVA (DIESEL)	
Scope of Work	Scope of Work
1. Periodic Maintenance Service (every 10k, 30k, 50k, 70k, 90k, 110k, 130k)	2. Periodic Maintenance Service (every 15K, 25K, 35K, 45K, 55K, 65K, 75K, 85K, 95K)
Engine Detailing	Engine Detailing
Oil Flushing	Oil Flushing
Fuel Treatment	Fuel Treatment
.5 Grease	.5 Grease
Brake Cleaner	Brake Cleaner
Silicon Spray ¼	Silicon Spray 1/4

Engine Oil	Engine Oil
Oil Filter	Oil Filter
Injector cleaner	Injector cleaner

3. Periodic Maintenance Service (every 20K, 60K, 100K, 140K)	4. Periodic Maintenance Service (every 40K, 80K, 120K, 160K)
Engine Detailing	Engine Detailing
Oil Flushing	Oil Flushing
Fuel Treatment	Fuel Treatment
.5 Grease	.5 Grease
Brake Cleaner	Brake Cleaner
Silicon Spray ¼	Silicon Spray 1/4
Engine Oil	Engine Oil
Oil Filter	Dif. Gear Oil (2liters)
Air Filter	Automatic Transmission Fluid
Injector cleaner	Oil Filter
Toyota Windshield Washer fluid	Fuel Filter
	Air Filter
	Injector cleaner
	Brake Fluid (2bottles)
	Coolant
	Toyota Windshield Washer fluid

2015 TOYOTA FORTUNER (DIESEL)	
1. Periodic Maintenance Service (every 10K, 30K, 50K, 70K, 90K, 110K, 130K)	2. Periodic Maintenance Service (every 15K, 25K, 35K, 45K, 55K, 65K, 75K, 85K, 95K)
Engine Detailing	Engine Detailing
Oil Flushing	Oil Flushing
Fuel Treatment	Fuel Treatment
.5 Grease	.5 Grease
Brake Cleaner	Brake Cleaner
Silicon Spray 1/4	Silicon Spray 1/4
Engine Oil	Engine Oil
Oil Filter	Oil Filter
Injector cleaner	Injector cleaner

3. Periodic Maintenance Service (every 30K, 60K, 100K, 140K)	4. Periodic Maintenance Service (every 30K, 60K, 100K, 140K)
Engine Detailing	Engine Detailing

Oil Flushing	Oil Flushing
Fuel Treatment	Fuel Treatment
.5 Grease	.5 Grease
Brake Cleaner	Brake Cleaner
Silicon Spray 1/4	Silicon Spray 1/4
Engine Oil	Engine Oil
Oil Filter	Diff. Gear Oil (2liters)
Air Filter	Automatic Transmission Fluid
Injector cleaner	Oil Filter
Toyota Windshield Washer Fluid	Fuel Filter
	Air Filter
	Injector cleaner
	Brake Fluid (2bottles)
	Coolant
	Toyota Windshield Washer Fluid