

III. AREAS OF RESPONSIBILITY (AOR)

A. RESPONSIBILITY OF THE SERVICE PROVIDER

1. The Service Provider must conduct a thorough diagnostic inspection and evaluation with the presence of **MTD authorized personnel/s** on the motor vehicle to be recondition before submitting their final bid/proposal. A certificate of inspection will be provided by the expense account manager (EAM) (**MTD**) and must be included in the submittals signed by an **MTD authorized personnel/s**. A bid proposal without a certificate of inspection submitted will be considered invalid bid.
2. The Service Provider must provide a copy of their diagnostic evaluation within seven (7) days after conducting their thorough inspection of the motor vehicle being contracted.
3. The Service Provider will undertake all the expenses occurred during their contracted work until the warranty expires.
4. The Service Provider shall provide all parts/materials (**brand new, original or premium parts replacement**) needed for the recondition works. All parts to be installed on the subject motor vehicle must seek an approval of acceptance from **MTD authorized personnel/s**.
5. The Service Provider must include machine works if necessary.
6. The Service Provider must coordinate with the **MTD, PPMD and End User's authorized personnel/s** with proper documents during the start, throughout and completion of the rehabilitation works, removal/pull-out and delivery of the motor vehicle. All works performed to be accepted must have an approval with the **SBMA authorized representatives**.
7. The Service provider must surrender/turn-in all replaced worn-out and defective spare parts, list of materials replaced, photos of parts to be replaced and to be installed to **MTD authorized representative**. These documents are included in the submittals and will be a part of the requirement for the acceptance of work performed.
8. The Service Provider must include on their final billing submittal a verification for the spare parts installed and disposed from the **MTD authorized representative**.
9. The Service Provider must return the contracted service vehicle/s in a safe running condition and must comply the acceptable motor vehicles safety standard.
10. The Service Provider must provide a minimum of six (6) months warranty on parts/materials and work performed.

B. RESPONSIBILITY OF SBMA AUTHORIZED REPRESENTATIVES

1. The **MTD authorized representative/s** shall oversee all spare parts to be remove/installed in the subject motor vehicle. An inspection report with adequate proofs and certificates should be performed with authorized signatories.
2. The **MTD authorized representative/s** must provide proper documents for the release of the motor vehicle if the works will be performed **outside the controlled area of SBMA**.
3. The **SBMA authorized representative/s** shall conduct a thorough monitoring/inspection and necessary document needed for the works performed from the start until the acceptance of the task contracted.

4. The **SBMA authorized representative/s** must provide all the necessary document needed on the Service Provider billing processes upon completion of all the requirements.

IV. SCOPE OF WORK

The restoration works include but is not limited to the scope of work of the Following and must be return in a safe running condition:

1. Re-grind crankshaft assembly
2. Replace Main Bearing, 01se
3. Replace Conn. Bearing, 01se
4. Replace Thrust Washer, 01se
5. Replace Piston Ring, 01se
6. Replace Liner Assembly, 01se
7. Replace Valve Set, 01se
8. Replace Valve Seal, 01se
9. Replace intake and Exhaust valve, 01se
10. Re-face cylinder Head
11. Replace Overhauling Gasket, 01se
12. Replace Water Pump Assembly
13. Overhaul Radiator
14. Perform PMI
 - A. Replace Oil Filter
 - B. Replace Fuel Filter
 - C. Replace Water Separator Filter
 - D. Replace Air Filter inner and outer
15. Calibrate Injection Pump and Injector

ADDITIONAL JOB WORK UPON OPENING THE ENGINE:

Possible defective Parts

1. 01se, Piston Assembly
2. 01se, Piston Pin Assembly
3. 01se, Connecting Rod Assembly
4. 01se, Connecting Bushing
5. Repair Starter Motor Assembly.

Note: In any case, additional parts will be needed that is not included above, the contractor will provide it without additional cost to SBMA.

V. MINIMUM QUALIFICATION

A. SERVICE PROVIDER

1. Must have a minimum of fifty percent (50%) worth of similar single largest completed contract during the last five (5) years, and must have a minimum of five (5) year experience in the industry.
2. Must not have been blacklisted nor have any derogatory records by and from any government or private entity.
3. Must submit a copy or proof of a non-expired Phil-Geps accreditation.
4. Must provide evidence/proof at least three (3) contracted projects similar or superior than the type of motor vehicle being bid upon with a accumulated amount at least 50% of the cost being contracted.
5. Must secure certificate of accreditation or registration from the SBMA upon receipt of Notice of Award if necessary.
6. Must provide a copy of their company profile including their personnel's qualification requirements.
7. Must provide proof of ownership on their acquired engine scanner applicable to the motor vehicle being contracted as needed.

VI. HAULING OF THE UNIT

The units should be properly hauled from and to its location with-out damage and all accessories are functioning appropriately. The **MTD and PPMD authorized representative/s** must provide proper documents for the release of the motor vehicle for the repair works to be performed **outside the controlled area of SBMA** Any defects during the final inspection of the unit vehicle will not be accepted.

VII. CONTRACT DURATION

The total quantity of service vehicle units including accessories must be delivered on site / final destination within **Sixty (60) Calendar Days** upon receipt of the Notice to Proceed (NTP).

VIII. SCOPE AND METHOD OF PAYMENT

The SBMA shall pay the Service Provider within the terms agreed upon with complete documentary requirements pertaining to the claim/bill and request for payment with a 5% retention to be release after the warranty expires.

The documents enumerated in the preceding item shall be submitted to the **Maintenance and Transportation Department** for validation and shall be endorsed by the latter to the Accounting Department for payment.

IX. GENERAL PROVISIONS

1. The Service Provider shall function under the supervision of the SBMA **[Maintenance and Transportation Department]** in accordance with the provision of IRR Sec. 11, R.A. 7227.

2. The SBMA **Maintenance and Transportation Department** shall immediately inform the Service Provider for any improvement on the procedures.
3. The SBMA has the right to demand from the Service Provider the immediate relief of their personnel whose work it finds below standards or whose conduct is unsatisfactory and/or prejudicial to the interest of SBMA which shall be subject for an investigation.
4. The Service Provider shall ensure the health and safety of their personnel during the pandemic, and shall comply with the measures provided under the issuances of the Department of Trade and Industry (DTI) and Department of Labor and Employment (DOLE) as well as SBMA Guidelines related to COVID-19.
5. The Service Provider shall be responsible for the following: Non-compliance with the provisions stated below, as well as rules and regulations issued by SBMA, shall be a valid ground for the cancellation of the service contract. The Service Provider shall bind itself to save and hold SBMA free and harmless from any and all liabilities arising thereof and, as such, shall:
 - a. Be responsible for the issuance of the uniforms of its personnel including identification cards; one (1) SBMA issued and one (1) company issued ID Card) free of charge and at no cost to the personnel;
 - b. Be solely liable and responsible for the enforcement and compliance with all existing labor laws and other mandatory benefits as prescribed by laws for all its employees assigned at SBMA.
 - c. In cases where the cost of the awarded contract is affected by any applicable laws, ordinances, regulations, or other acts that the Government of the Philippines promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no-gain basis. (REVISED IRR of R.A. 9184 Sec. 61.2).
6. The Service Provider and SBMA shall conduct investigation/s on the violations of personnel and subject to disciplinary action by the Service Provider if proven liable without prejudice to the filing of appropriate case by the SBMA to the party/ies involved.

X. PERFORMANCE REVIEW

1. The performance of the Service Provider shall be reviewed by the SBMA through the *[Maintenance and Transportation Department authorized representative]* during the period of the contract as stated in Annex A, Performance Evaluation Form.
2. The Service Provider must obtain an average satisfactory rating.

XI. MEDICAL AND RISK INSURANCE

1. The personnel's to be deployed shall have full coverage of medical and risk insurance by the Service Provider at no cost to SBMA and must not be charged to the employees.


XII. CONFIDENTIALITY CLAUSE

1. All information, data and documents concerning the business and affairs of SBMA, shall be treated with extreme confidentiality by the Service Provider and the (personnel's) and shall not be communicated or disclosed to any person or entity without prior written clearance from the SBMA.
2. In the event that the Service Provider fails to comply with this Confidentiality Clause, SBMA shall have the option to terminate the Contract.
3. In the event that the disclosure of the confidential information and/or documents is made by the Service Provider to any person or entity after the termination of its Contract with SBMA, the latter shall have the right to seek redress and compensation through legal proceedings in a court of law.

LIST OF ANNEXES

- A. Performance Evaluation Form

Prepared by:


ENGR. GERALD S. MENDOZA
Division Chief III
MTD

Approved by:


CARLITO C. CRUZ
Department Manager
MTD

ANNEX A (SAMPLE)

PERFORMANCE EVALUATION

The Service Provider shall be evaluated by the SBMA [implementing department] on quarterly basis.

PERFORMANCE EVALUATION OF SERVICE PROVIDER				
SERVICE PROVIDER				
Applicable Quarter:			RATING SCALE	
Lot No.:			SCORE	NUMERICAL
			100.00	5
			90-99.99	4
			75-89.99	3
			60-74.99	2
			59.99-below	1
CRITERIA	POINTS	REMARKS		
I. CONTRACT ADMINISTRATION AND MANAGEMENT				
A. COMPLETION OF WORKDAYS				
Availability of Personnel (mechanic)	5 points			
Availability of Contact Person	10 points			
Compliance to required number of working days	10 points			
B. SUPPLIES & MATERIALS				
Quality of supplies parts and tools delivered	10 points			
Quantity of supplies parts and tools delivered	10 points			
Availability of supplies and equipment	5 points			
C. TIMELY SUBMISSION OF ACCURATE BILLINGS				
	5 points			
D. COMPLIANCE TO OTHER TERMS AND CONDITIONS OF THE CONTRACT				
	5 points			
II. SERVICE QUALITY				
A. KNOWLEDGE OF COMPANY POLICIES AND PROCEDURES				
	5 points			
B. COMMUNICATES CLEARLY AND INTELLIGENTLY IN PERSON AND DURING PHONE CONTACTS				
	5 points			
III. TIME MANAGEMENT				
A. DELIVERY OF SERVICES				
	5 points			
B. ATTENDANCE OF SERVICE PERSONNEL				
	5 points			
IV. MANAGEMENT AND SUITABILITY OF PERSONNEL				
A. COURTESY, DISCIPLINE, EFFICIENCY, HONESTY AND COOPERATION				
	5 points			
B. COMPLETE UNIFORM, ID, AND GOOD GROOMING				
	5 points			
C. PHYSICALLY AND MENTALLY FIT				
	5 points			
V. PROVISION OF REGULAR PROGRESS REPORT				
Submission of Accomplishment Report of Service Provider	5 points			
OVERALL RATING	100 points			
OBSERVATIONS:	RECOMMENDATIONS:			
Rated By :		Approved By:		
SIGNATURE OVER PRINTED NAME Division Chief		SIGNATURE OVER PRINTED NAME Department Manager		