



TERMS OF REFERENCE

PROVISION OF ROUTINE SERVICE AND VEHICLE MAINTENANCE FOR THE ASEAN SECRETARIAT

I. SCOPE OF SERVICES

The vendor shall provide routine service and vehicle maintenance including spare part replacement for the ASEAN Secretariat (ASEC) which will be on a needed basis. The cost to be charged will be based on the service provided and/or spare-part replacement. For spare-part replacement, the vendor shall ensure it is brand new and original/genuine.

II. DURATION OF SERVICES

The vendor shall commit to perform the routine service and vehicle maintenance including spare part replacement for the duration of one (1) year starting from the date the Special Service Agreement(SSA) is signed by ASEAN Secretariat and the vendor.

III. VEHICLE

The type of vehicle is as follows:

Brand	Type	MODEL	YEAR	CYLINDER
Mercedes-Benz	S 450 RHL	sedan	2018	2966

IV. VALIDITY OF PRICE

All prices in the quotation shall be valid for one year covering a specific period in the SSA. Any items that are in the list, vendor shall consult with ASEC and only with the approval from ASEC that the vendor can proceed to repair or replace.

V. TERMS OF PAYMENT

Payment of service will be made after the service is done and following the receipt of the original invoice. ASEC will make the payment maximum 30 (thirty) days upon the receipt of original invoice.

The invoice shall be addressed to:

ASEAN Secretariat
Administration and General Affairs Division
Jl. Sisingamangaraja 70 A, Selong, Kebayoran Baru
Jakarta Selatan

VI. SELECTION OF VENDOR

Prospective qualified vendors are invited to submit their quotations by filling in the attached form, Annex 1.

A vendor is selected based on the best offer of services and price of each item.

VII. VENDOR'S ELIGIBILITY

To be eligible, a vendor shall fulfill the following criteria:

- a. have at least 5 years-experience in providing vehicle maintenance service and spare-parts (please provide evidence);
- b. Workshop is located within 10KM radius from ASEAN Secretariat office (please provide evidence);
- c. Provide at least 3 customers (current/past) with good testimonials references;
- d. Vendors must be an authorized dealer of Mercedes-Benz
- e. Agree that, if the problem persists after any repair within 3 months, the vendor will check and resolve for free of charge.
- f. Agree that for spare-part replacement shall have warranty of at least 3 months.
