



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)/Purchase Order is signed by ASEAN Secretariat and the vendor.

III. VEHICLE

The type of vehicle is as follows:

No.	MERK	Police No	Type	MODEL	YEAR	CYLINDER	CHASIS NO	MACHINE NO.
1	Toyota	CD 100 11	Camry 2.4 AT	sedan	2009	2362	MR053BK4099006951	2AZE139520
2	Toyota	CD 100 12	Camry 2.4 AT	sedan	2009	2362	MR053BK4099006972	2AZE142199
3	Toyota	CD 100 14	Kijang Innova V	minibus	2010	1998	MHFJW43G4A4048516	1TR6896855
4	Toyota	CD 100 21	Hiace Commuter	microbus	2016	2494	JTFSS22P2G0157622	2KDA916378
5	Toyota	CD 100 31	Kijang Innova V	minibus	2012	1998	MHFJW43GOC4064991	1TR7288095
6	Toyota	CD 100 34	Camry 2.5L hybri	sedan	2020	2494	MR2B53HKXL4007285	A25A0602458

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 testimony;
- d. Vendors must be an authorized dealer of Toyota;
- 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.
