

Republic of the Philippines
SOCIAL SECURITY SYSTEM
OFFICE OF THE VICE-PRESIDENT
Mezzanine Level, SSS, Kumintang Ilaya, Batangas City
Tel.:(043)723-0766 Trunkline:(02)920-6401 loc. 4041



Project : **PREVENTIVE MAINTENANCE SERVICE (PMS) OF THE BRAND NEW SERVICE UTILITY VEHICLES OF LUZON SOUTH DIVISION 2**

Subject : **TERMS OF REFERENCE / SCOPE OF WORKS**

GENERAL PARAGRAPHS:

- I. **Work Included:** The work contemplated under this contract shall consist of furnishing all materials, labor, tools and equipment, including satisfactory performance of all work necessary for the complete execution of all the work as shown on the plans, specifications and other contract documents.
- II. **Performance of Work:** All works shall be performed in accordance with these General Paragraphs and all stated in the scope of works.
- III. **Workmanship:** All works shall be performed by skilled technicians that are regularly engaged in work to be performed. All works shall be crafted in a professional manner. Any defect shall be corrected by the Service Provider at no additional cost to the owner.
- IV. **Products:** All materials shall be of best quality for purpose intended.
- V. **Scope of Works include, but are not limited to:**
 - A. 1,000 KM & 5,000 KM Check-up:**
 1. Basic engine components
 - a) Replace engine oil and filter
 - b) Check cooling system for leakage
 2. Ignition system
 - a) Inspect, correct or replace the battery as necessary
 3. Fuel and emission control systems
 - a) Inspect, correct or replace the water sediment accumulator as necessary
 - b) Inspect, correct or replace the air cleaner filter as necessary (including checking pre-air cleaner, if equipped)

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- c) Inspect the fuel hoses and pipes for leakage
- 4. Chassis and body
 - a) Inspect, correct or replace the brake pedal and parking brake as necessary
 - b) Inspect, correct or replace the brake pads and discs as necessary
 - c) Inspect, correct or replace the brake fluid as necessary
 - d) Inspect, correct or replace the clutch fluid as necessary
 - e) Inspect, correct or replace the power steering fluid as necessary
 - f) Lubricate the propeller shaft grease
 - g) Tighten the propeller shaft bolts
 - h) Inspect, correct or replace the suspension ball joints and dust cover as necessary
 - i) Inspect the tire wear, tread depth, inflation pressure, center cap and tire valve cap
 - j) Inspect, correct or replace the lights, horn, wipers and washers as necessary
- 5. Other services, as deemed necessary

B. 10,000 KM & 15,000 KM Check-up:

- 1. Basic engine components
 - a) Replace engine oil and filter
 - b) Check cooling system for leakage
- 2. Ignition system
 - a) Inspect, correct or replace the battery as necessary
- 3. Fuel and emission control systems
 - a) Inspect, correct or replace the water sediment accumulator as necessary
 - b) Inspect, correct or replace the air cleaner filter as necessary (including checking pre-air cleaner, if equipped)
 - c) Inspect the fuel hoses and pipes for leakage
- 4. Chassis and body
 - a) Inspect, correct or replace the brake pedal and parking brake as necessary
 - b) Inspect, correct or replace the brake pads and discs as necessary
 - c) Inspect, correct or replace the brake fluid as necessary
 - d) Inspect, correct or replace the clutch fluid as necessary
 - e) Inspect, correct or replace the power steering fluid as necessary
 - f) Lubricate the propeller shaft grease
 - g) Tighten the propeller shaft bolts

Conforme by:



- h) Inspect, correct or replace the suspension ball joints and dust cover as necessary
- i) Rotate the tires
- j) Inspect the tire wear, tread depth, inflation pressure, center cap and tire valve cap
- k) Inspect, correct or replace the lights, horn, wipers and washers as necessary
- 5. Other services, as deemed necessary

C. 20,000 KM Check-up:

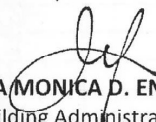
- 1. Basic engine components
 - a) Replace engine oil and filter
 - b) Check cooling system for leakage
 - c) Inspect, correct or replace the exhaust pipes and mountings as necessary
- 2. Ignition system
 - a) Inspect, correct or replace the battery as necessary
- 3. Fuel and emission control systems
 - a) Inspect, correct or replace the water sediment accumulator as necessary
 - b) Inspect, correct or replace the air cleaner filter as necessary (including checking pre-air cleaner, if equipped)
 - c) Inspect the fuel hoses and pipes for leakage
- 4. Chassis and body
 - a) Inspect, correct or replace the brake pedal and parking brake as necessary
 - b) Inspect, correct or replace the brake linings and drums as necessary (including parking brake linings and drums)
 - c) Inspect, correct or replace the brake pads and discs as necessary
 - d) Inspect, correct or replace the brake fluid as necessary
 - e) Inspect, correct or replace the clutch fluid as necessary
 - f) Inspect, correct or replace the brake pipes and hoses as necessary
 - g) Inspect, correct or replace the power steering fluid as necessary
 - h) Inspect, correct or replace the steering wheel, linkage and steering gear box as necessary
 - i) Lubricate the propeller shaft grease
 - j) Tighten the propeller shaft bolts
 - k) Inspect, correct or replace the suspension ball joints and dust cover as necessary
 - l) Inspect, correct or replace the rear differential oil as necessary

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- m) Inspect, correct or replace the front and rear suspensions as necessary
 - n) Rotate the tires
 - o) Inspect the tire wear, tread depth, inflation pressure, center cap and tire valve cap
 - p) Inspect, correct or replace the lights, horn, wipers and washers as necessary
 - q) Replace air conditioning filter
 - r) Inspect or correct the refrigerant amount for air conditioner as necessary
5. Other services, as deemed necessary

Prepared by:


DANA MONICA D. ENOLVA
Building Administrator
Luzon South Division 2

Approved by:


FRANCISCO P.L. LESCANO
Officer-in-Charge
Luzon South Division 2

Digitally signed by Lescano
Francisco Paquito Landicho
Date: 2021.05.06 09:46:28
+08'00'

Conforme by:

*Signature Over Printed Name
of Company's Representative*



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Subject : **TERMS OF REFERENCE / SCOPE OF WORKS**

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- IV. **Products:** All materials shall be of best quality for purpose intended.
- V. **Scope of Works include, but are not limited to:**
 - A. 25,000 KM Check-up:**
 1. Basic engine components
 - a) Replace engine oil and filter
 - b) Check cooling system for leakage
 2. Ignition system
 - a) Inspect, correct or replace the battery as necessary
 3. Fuel and emission control systems
 - a) Inspect, correct or replace the water sediment accumulator as necessary
 - b) Inspect, correct or replace the air cleaner filter as necessary (including checking pre-air cleaner, if equipped)

Conforme by:



- c) Inspect the fuel hoses and pipes for leakage
- 4. Chassis and body
 - a) Inspect, correct or replace the brake pedal and parking brake as necessary
 - b) Inspect, correct or replace the brake pads and discs as necessary
 - c) Inspect, correct or replace the brake fluid as necessary
 - d) Inspect, correct or replace the clutch fluid as necessary
 - e) Inspect, correct or replace the power steering fluid as necessary
 - f) Lubricate the propeller shaft grease
 - g) Tighten the propeller shaft bolts
 - h) Inspect, correct or replace the suspension ball joints and dust cover as necessary
 - i) Inspect the tire wear, tread depth, inflation pressure, center cap and tire valve cap
 - j) Inspect, correct or replace the lights, horn, wipers and washers as necessary
- 5. Other services, as deemed necessary

B. 30,000 KM Check-up:


- 1. Basic engine components
 - a) Replace engine oil and filter
 - b) Check cooling system for leakage
- 2. Ignition system
 - a) Inspect, correct or replace the battery as necessary
- 3. Fuel and emission control systems
 - a) Inspect, correct or replace the water sediment accumulator as necessary
 - b) Inspect, correct or replace the air cleaner filter as necessary (including checking pre-air cleaner, if equipped)
 - c) Inspect the fuel hoses and pipes for leakage
- 4. Chassis and body
 - a) Inspect, correct or replace the brake pedal and parking brake as necessary
 - b) Inspect, correct or replace the brake pads and discs as necessary
 - c) Inspect, correct or replace the brake fluid as necessary
 - d) Inspect, correct or replace the clutch fluid as necessary
 - e) Inspect, correct or replace the power steering fluid as necessary
 - f) Lubricate the propeller shaft grease
 - g) Tighten the propeller shaft bolts

Conforme by:

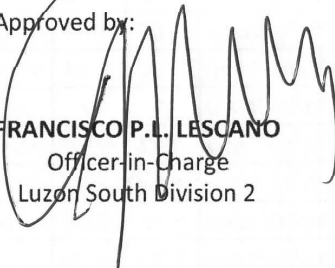


- h) Inspect, correct or replace the suspension ball joints and dust cover as necessary
 - i) Rotate the tires
 - j) Inspect the tire wear, tread depth, inflation pressure, center cap and tire valve cap
 - k) Inspect, correct or replace the lights, horn, wipers and washers as necessary
5. Other services, as deemed necessary

Prepared by:


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Building Administrator
Luzon South Division 2

Approved by:


FRANCISCO P.L. LESCANO
Officer-in-Charge
Luzon South Division 2

Conforme by:

*Signature Over Printed Name
of Company's Representative*