Republic of the Philippines

OFFICE OF THE SOLICITOR GENERAL

MEMORANDUM

FOR: **MARIA VICTORIA V. SARDILLO**
Assistant Solicitor General (Delfin J. Jaranilla Division)
Chairperson, Special Bids and Awards Committee

FROM: **TECHNICAL WORKING GROUP FOR THE PROCUREMENT OF MOTORCYCLES**

RE: **Submission of Revised Terms of Reference**

DATE: **NOVEMBER 5, 2025**

Assistant Solicitor General Sardillo,

The TWG submits the TS/ToR below for the Procurement of Motorcycles (FY 2026) for the scheduling of our office's Early Procurement Activity (FY 2026).

Please note that this procurement *does not require* a multi-year contractual authority (MYCA). The Department of Budget and Management now only issues the MYCA for multi-year locally-funded projects.[1]

TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE

Project Title: *Procurement for Five Motorcycles of the Office of the Solicitor General (OSG) for CY 2026*

PARTICULARS	DESCRIPTION
Function	For use of Process Servers and Administrative Assistants of the OSG who by nature of their functions have to travel to remote areas not normally accessible by ordinary transport vehicles [see DBM Circular 2022-

[1] DBM Circular Letter No. 2025-6, sec. 3.0 (3.1). Under DBM Circular Letter No. 2023-7, sec. 4.0 (4.8), a multi-year project is "a program or project which will take more than one fiscal year to complete that requires multi-year appropriations [sic]."

	1]
Performance	The motorcycle is expected to aid Process Servers and Administrative Assistants of the OSG to quickly a) file and serve pleadings; and b) deliver/dispatch pertinent documents to different government agencies and private entities
Environmental Interface	For use of Process Servers and Administrative Assistants of the OSG within Metro Manila and nearby cities and municipalities
Type/Category/Transmission	Automatic or CVT
Displacement	At least 155cc but not exceeding 200cc
Length	At least 1936mm but not exceeding 2000mm
Width	At least 740mm but not exceeding 800mm
Height	At least 1123mm but not exceeding 1200mm
Curb Weight	At least 131kgs but not exceeding 135kgs
Engine	Liquid cooled, 4-stroke, SOHC, 4-valve
Starting System	Electric
Engine Oil Capacity	At least 0.9 liter but not exceeding 1.10 liters
Fuel Supply System	Fuel injection
Fuel Type	Gasoline
Transmission Type	Automatic
Tire Type (Front and Rear)	Tubeless
Model	2024/2025
Warranty	At least one year or 12,000 kms, whichever comes first.
Inclusions	• LTO Registration • Third-party Liability (TPL) Insurance from a government-recognized

	insurance company/provider
Accessories	• New Motorcycle Helmet which a) bears the Philippine Standard (PS) mark or Import Commodity Clearance (ICC) of the Bureau of Product Standards (BPS); and b) complies with the standards set by the BPS [mandatory under Republic Act No. 10054] - Must be full face visor helmet • Heavy-duty 45L steel bracket and top-box
Compliance with government guidelines/regulations	• Certificate of Conformity from DENR issued to manufacturer or dealer • Satisfies fuel economy requirements/regulations of the DOE • Satisfies DTI-BPS standards for motorcycles
Other requirements	• Genuine spare parts are available in Metro Manila • Manufacturer or dealer must have at least two authorized service centers in Metro Manila • Manufacturer or dealer shall provide copies of the owner's manual written in English • The Bidder shall have an SLCC that is at least one (1) contract similar to the

	Project the value of which, adjusted to current price using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within five (5) years prior to the deadline for the submission and receipt of bids. For this purpose, similar contract shall refer to contracts related to procurement of motorcycle.
Terms of Delivery	• Units shall be delivered at the Office of the Solicitor General within 60 days after receipt of Notice to Proceed.
Terms of Payment	• Payment within 30 days from completion of delivery, issuance of Inspection and Acceptance Report by the OSG, and submission of all other required documents, if any.

Respectfully submitted for your consideration.

(on official business)
MARIA HAZEL P. VALDEZ-ACANTILADO
Assistant Solicitor General (TWG Chairperson)
Felix Q. Antonio Division

NILO ODILON L. PALESTROQUE
Director IV (Vice-Chairperson)
Docket Management Service

ALDAN S. AVILA
State Solicitor (Member)

MARK DAVE M. CAMARAO
Associate Solicitor (Member)

(On official business)
JOHN ARJIE T. ALO
Associate Solicitor (Member)

IRISH G. BATIMANA
Associate Solicitor (Member)

MA. ERIKA G. ATAD
Administrative Officer (Member)

EDWIN M. BAGOS
SADAS (Member)

MICHAEL N. RUBIA
Administrative Assistant (Member)

EDGAR F. ORFILLA
Administrative Assistant (Member)

JIMMY D. NHUR
Administrative Aide (Member)

Recommending Approval:

MARIA VICTORIA V. SARDILLO
Chair, Special Bids and Awards Committee

Approved/Disapproved

DARLENE MARIE B. BERBERABE
Solicitor General