


TECHNICAL SPECIFICATIONS

Requesting Agency		OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION	
Program/Activity/Project		Hauling Services for the transfer of records, documents, office and IT equipment, furniture and fixtures, office supplies and other items from OADR 6th Floor, JDC Center Building, Engracia Reyes Street, Ermita, Manila to the National Food Authority, Visayas Warehouse, Visayas Avenue, Brgy. Vasra, Quezon City	
Purpose / Objective		The procurement of hauling services is needed to ensure the smooth transfer and to secure the good condition all records and properties of OADR	
Scope	Origin	Destination	Item Description / Technical Specification
1 Lot	6th Floor, JDC Center Building, Engracia Reyes Street, Ermita, Manila	National Food Authority, Visayas Warehouse, Visayas Avenue, Brgy. Vasra, Quezon City	<ol style="list-style-type: none"> 1. Hauling Services shall engage in the transfer of records, documents, office and IT equipment, furniture and fixtures and other properties of OADR with due diligence, in a good and professional and within the delivery time as specified. 2. A Wing Van or Close Van with at least 16ft. Long, roadworthy with complete accessories such as spare tires, tarpaulin canvass and sufficient rope etc. is required for this purpose. The provided vehicle shall be suitable and capable to transport the above-mentioned records and properties, safe to operate and in excellent running condition. 3. Hauling Services shall provide at least four (4) persons including a professional and duly licensed driver who are familiar with transportation service. 4. The Hauling Services, aside from hauling and transportation services provided, shall also comply with all fire, safety, health and other applicable regulations by law and regulations of any government authority, with regards to hauling and transporting government records and equipment. All personnel involve in the hauling and transportation service shall also take precautionary safety measures to prevent COVID-19 infection and should have a negative COVID-19 test result with medical certificate. 5. Hauling Services shall see to it that their employees are properly identified during the hauling and transportation process. Hauling shall be done as expeditiously as possible and in an orderly manner ensuring the safety of the OADR records and properties.

		6. The hauler shall provide a replacement vehicle in case problems will be encountered to ensure continuous hauling activities. 7. The hauler shall provide fuel, oil, tires, supplies, spare parts and other hauling related expenses. 8. Hauling Schedule: 8:00AM to 5:00PM (Monday to Friday) 9. The Project shall commence immediately upon signing of contract and Notice to Proceed (NTP) provided by DOJ-PMD
Funding Source	Approved Realigned Funds from 2020 Continuing Fund	
Approve Budget Contract	P 100,000.00	
Duration	Within the month of October 2021, but not to exceed 5 calendar days	
Contact Person	Maricel L. Dienzo Administrative Officer III (02) 8524-8939	


Prepared by:


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