

**DEVELOPMENT BANK OF THE PHILIPPINES**  
**Malolos Lending Center**

**TERMS OF REFERENCE**

**PROJECT: REPAIR OF SERVICE VEHICLE TOYOTA ALTIS SFY 459**  
**OF MALOLOS LENDING CENTER**

**I. APPROVED BUDGET FOR THE CONTRACT**

SIXTY EIGHT THOUSAND ONLY (₱68,000.00), inclusive of 12% VAT

**II. TECHNICAL SPECIFICATIONS/SCOPE OF WORK**

**a) Perform Preventive Maintenance, Machine Shop and Other Related Repair Works**

GENERAL DESCRIPTION	ACTIVITY / REPAIR WORKS
Labor/Services: Machine/Auto Shop	<ul style="list-style-type: none"><li>- Replace fuel regulator</li><li>- Replace wiper arm assembly</li><li>- General Job Misc.</li></ul>

**b) Replacement of Parts and Consumables**

PARTS	QUANTITY	UNIT
Plate sub-assembly, fuel suction	1	Piece
Regulator assembly, fuel	1	Piece
Filter assembly, fuel	1	Piece
Pump, fuel	1	Piece
Clip	1	Piece
Rubber, cushion	1	Piece
Wiper arm assembly	6	Piece
Arm, FR wiper, RH	1	Piece
Blade, FR wiper, RH	1	Piece
Blade, FR wiper, LH	1	Piece
Motor assembly, FR wiper	1	Piece
Arm, FR wiper, LH	1	Piece

**III. DELIVERY/COMPLETION PERIOD**

Within five (5) calendar days upon receipt of **Purchase Order (PO)/Notice to Proceed (NTP)**.

If the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under the Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be

ten percent (10%) of the amount of contract. Once the maximum is reached amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract, without prejudice to other courses of action and remedies open to it.

#### IV. CONDITION OF THE REPAIR

1. All other defects and parts/consumables found during the actual repair quoted by the supplier shall be subject for approval as supplemental work to be covered by a separate PO.
2. The Supplier shall ensure that the repairs and items delivered are in accordance with the approved Specifications/Scope of Works. DBP has the right to reject delivery if items delivered were found to be defective and not according to the required specifications.
3. DBP may terminate/cancel the PO/NTP when supplier fails to deliver, perform and comply with its obligation as required in the contract.

#### V. DOCUMENTARY REQUIREMENTS

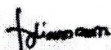
The supplier must submit to DBP the following:

1. Valid and Current Business Permit
2. Proof of PhilGEPS Registration with Registration Number

#### VI. PAYMENT

Onetime payment via Manager's Check upon completion of the repair provided required documents are completed.

Recommending Approval:

  
**AVP REGIN C. SOLIMAN**  
Head, Malolos Lending Center

Approved by:

  
**SVP CATHERINE T. CAMARAO**  
Head, North and Central Luzon Lending Group