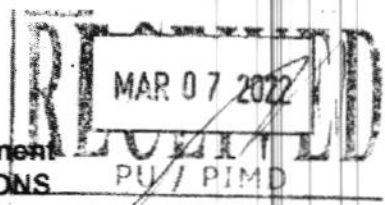


Development Bank of the Philippines  
Construction and Facilities Management Department  
SCOPE OF SERVICES/ TECHNICAL SPECIFICATIONS



Conduct standard oil change and periodic maintenance service check-up for DBP brand new Four (4) Units Mitsubishi Strada Pick-up Diesel model 2021 with Conduction Sticker Nos. B8-T900, B8-T901, B9-F121 and B9-F133 service vehicles.

- I. Approved Budget for the Contract: P 131,872,00 (VAT inclusive)
- II. Scope of Services/Technical Specifications/Schedule from 1,000 up to 15,000 Kms:

**Mitsubishi Strada Pick-up Diesel Model 2021**

1,000 Kms.	5,000 Kms.	10,000 Kms.	15,000 Kms.
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➤ See attached PMS schedule (Annex A).

III. Conditions of the Contract:

- The SUPPLIER/SERVICE PROVIDER should be performed by Mitsubishi authorized service center and must be within 10 km radius from DBP Head Office (HO).
- For standard oil change and periodic maintenance service check-up, the SUPPLIER/ AUTHORIZE SERVICE CENTER shall provide consumable materials/parts and labor for the DBP Head Office service vehicles.
- The conduct of standard oil change and periodic maintenance service check-up shall be on staggered basis depending upon request/demand by DBP within one (1) year after receipt of Notice to Proceed/Purchase Order.
- All other defects and needed parts/materials found during PMS shall be quoted by the Supplier/ Authorized Service Center and shall be subject for approval as supplemental work to be covered by separate purchase order (P.O.).

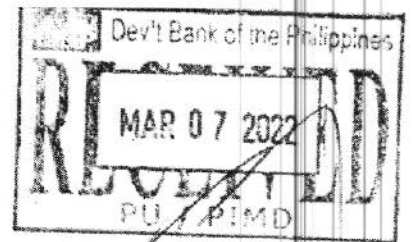
IV. Contract Period:

- The contract shall be valid for one (1) year from the issuance of Purchase Order (P.O.) or after consumption of the total budget whichever comes first.

V. Payment:

- Staggered/Progressive payment for every Standard Oil Change and Periodic Maintenance Service Check-up on actual basis subject to complete required documents.

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**VI. Documentary Requirements:**

- a. PHILGEPS Registration Number.
- b. Mayor's/Business permit for the current year.
- c. Omnibus Sworn Statement; Secretary's Certificate (For ABC's above P50K).
- d. Certificate of Being an Authorized Service Center of Mitsubishi.

Prepared by:

**RICARLITO R. HERRADURA**  
Automotive Mechanic-III

Recommending approval:

**SM ALBERTO SANTIAGO A. BERMEJO**  
Head-GSU, CFMD

Approved by:

**AVP JOSE C. DELA FUENTE**  
Acting Head-CFMD, as per Office Order no. 234  
dated 01 July 2021

**Conduct standard oil change and periodic maintenance service check-up for DBP brand new Four (4) Units Mitsubishi Strada Pick-up Diesel model 2021 with Conduction Sticker Nos. B8-T900, B8-T901, B9-F121 and B9-F133 service vehicles.**

**Development Bank of the Philippines**  
**Periodic Maintenance Service Check-up**

**Annex A**

ITEMS	PRICE	1K	5K	10K	15K
<b>LABOR CHARGE</b>					
PMS		FREE	FREE	3,509.00	4,598.00
ENGINE DETAILING	935.00			935.00	935.00
ANTI VAC	660.00			660.00	660.00
WHEEL BALANCING	1,210.00			1,210.00	
<b>PARTS</b>					
DRAIN PLUG WASHER	57.00	57.00	57.00	57.00	57.00
MINERAL ENGINE OIL	2,455.00	2,455.00	2,455.00	2,455.00	2,455.00
ENGINE OIL FILTER	1,439.00	1,439.00	1,439.00	1,439.00	1,439.00
FUEL FILTER ELEMENT	1,663.00				1,663.00
WHEEL WEIGTHS	220.00			220.00	
<b>MATERIALS</b>					
FUEL TREATMENT	330.00			330.00	330.00
ENGINE FLUSH	363.00			363.00	363.00
RAGS AND SAND PAPER OWS	448.00			448.00	448.00
MISCELLANEOUS	123.00	123.00	123.00	123.00	123.00
BRAKE PASTE					
Total P		4,074.00	4,074.00	11,749.00	13,071.00
<b>TOTAL COST (x4 units) P</b>		<b>16,296.00</b>	<b>16,296.00</b>	<b>46,996.00</b>	<b>52,284.00</b>

**TOTAL:** Php **131,872.00**

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8508624  
**Procuring Entity** DEVELOPMENT BANK OF THE PHILIPPINES - HEAD OFFICE  
**Title** PROC-PERIODIC MAINTENANCE/CHECK-UP OF MITSUBISHI STRADA  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PROC-PERIODIC MAINTENANCE/CHECK-UP OF MITSUBISHI S	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Vehicle Repair and Maintenance	<b>Date Published</b>	10/03/2022
<b>Approved Budget for the Contract:</b>	PHP 131,872.22	<b>Last Updated / Time</b>	09/03/2022 11:22 AM
<b>Delivery Period:</b>	1 Year/s	<b>Closing Date / Time</b>	15/03/2022 16:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Procurement Unit DBP - Head Office Procurement/Purchasing Staff Procurement Management Unit-PSM 6th Floor DBP Head Office Sen. Gil J. Puyat corner Makati Avenues Makati City Metro Manila Philippines 1200 63-2-8189511 Ext.2636 63-2-8151614 htmariano@dbp.ph		

#### Description

1 LOT PERIODIC MAINTENANCE/CHECK-UP OF MITSUBISHI STRADA

APPROVED BUDGET: P131,872.00

SEE ATTACHED SCOPE OF SERVICES/TECHNICAL SPECIFICATIONS FOR DETAILS AND OTHER CONDITIONS.

Please be guided by the following:

1. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
2. Price quotation must be inclusive of VAT and other applicable taxes.
3. The open price quotation must include the documentary requirements (see below) and must be submitted through this email address or to the Procurement Unit-PMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
4. Deadline of submission must be not later than 4 PM 03/15/2022.
5. Price quotation lacking with any documentary requirement shall not be considered for evaluation.

Documentary Requirements:

- PHILGEPS Registration Number;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement; Secretary's Certificate (For ABC's above P50K);
- Income Tax Return for the current year / Business Tax Returns for the past 6 months (For ABC's above P500K);
- Brochure/Data Sheet, as necessary and/or other documents as specified in the TOR / SOW / TS.

For inquiries, you may use the contact information provided below.

EMMA B. CASTRO  
8818-9611 Loc. 2603  
8818-9425-DL  
09276119708  
ebcastro@dbp.ph

**Created by** Procurement Unit DBP - Head Office  
**Date Created** 09/03/2022

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