

**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 122,208.00 (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:**

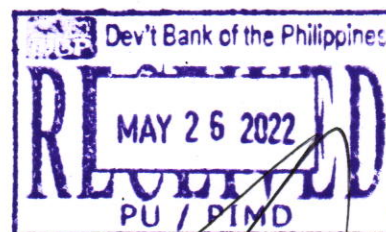
- The SUPPLIER/SERVICE PROVIDER should be performed by Mitsubishi authorized service center and must be within 10 km radius from DBP Head Office (HO).
- For standard oil change and periodic maintenance service check-up, the SUPPLIER/ AUTHORIZE SERVICE CENTER shall provide consumable materials/parts and 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.

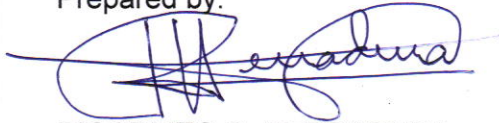


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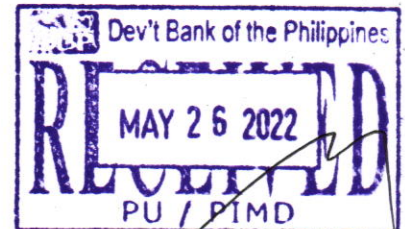
VI. Documentary Requirements:

- 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

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Development Bank of the Philippines
Periodic Maintenance Service Check-up

Annex A

ITEMS	PRICE	1K	5K	10K	15K
LABOR CHARGE					
PMS	2,163.00	FREE	FREE	2,163.00	2,163.00
CHANGE OIL TOP & TUNE UP				INCLUDED	INCLUDED
OPEN ALL WHEELS TO CHECK, CLEAN & ADJUST BRAKES				INCLUDED	INCLUDED
CHECK BATTERY CONDITION & CHARGING SYSTEM	176.00			176.00	176.00
PERFORM WHEEL ALIGNMENT	1,045.00			1,045.00	1,045.00
EGR CLEANING	2,640.00				2,640.00
PARTS & MATERIALS					
MINERAL ENGINE OIL	2,723.00	2,723.00	2,723.00	2,723.00	2,723.00
OIL FILTER	1,485.00	1,485.00	1,485.00	1,485.00	1,485.00
SHOP CONSUMABLE	303.00			303.00	303.00
BRAKE CLEANER	825.00			825.00	825.00
SANDPAPER	17.00			17.00	17.00
GASKET DRAIN PLUG	132.00	132.00	132.00	132.00	132.00
PCC	99.00	99.00	99.00	99.00	99.00
FUEL TREATMENT	549.00			549.00	549.00
Total P		4,439.00	4,439.00	9,517.00	12,157.00
TOTAL COST (x4 units) P		17,756.00	17,756.00	38,068.00	48,628.00

TOTAL:

Php 122,208.00

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