

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

- I. **Repair of Toyota Innova 2.5G DSL model 2015 with License Plate No. SJB-394,**
- II. **Approved Budget for the repair:** Php 17,000.00 Inclusive of VAT.
- III. **Scope of Services:**
Replace the following parts and materials (NOTE: All parts to be replace should be original parts)
 - a. 1 pc. Timing belt
 - b. 1 pc. Tensioner bearing
 - c. 1 pc Idler bearing
- IV. **Completion Period:**
 - Within thirty (30) calendar days after receipt of Notice to Proceed.
- V. **Conditions:**
 - The supplier/repair shop must be within 10Km radius from DBP H.O.
 - All other defects and needed parts/materials found during repair shall be quoted by the supplier and shall be subject for approval as supplemental work to be covered by a separate Purchase Order (P.O.).
 - The supplier/contractor shall ensure that the repairs are in accordance with the specification required by the DBP.
 - The DBP may terminate/cancel the Purchase Order (PO) when the supplier fails to perform and comply with its obligation.
- VI. **Warranty:**
 - Submission of certification of 3 months warranty on parts and labor.
- VII. **Payment:**
 - Payment shall be processed after completion of the repair and subject to complete documents for payment (i.e. Billing Statement/Statement of Account, as applicable).
 - For every day of delay shall be subject to 1/10 of 1% of the price to be deducted from payment.
- VIII. **Documentary Requirements:**
Interested Supplier/s must submit the following;
 - a. Proposal/Quotation
 - b. Proof of PhilGEPS Registration
 - c. 2022 Mayor's/Business Permit

Prepared by:

Signed

RICARLITO R. HERRADURA
Automotive Mechanic-III

Recommended by:

Signed

SM ALBERT SANTIAGO A. BERMEJO
Head-GSU, CFMD

Approved by:

Signed

AVP JOSE C. DELA FUENTE
Acting Head-CFMD, as per Office Order No. 276
dated 27 June 2022

