

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

- I. **Repair of Toyota Hiace Grandia model 2015 with License Plate No. SAA-1023.**
- II. **Approved Budget for the repair: Php 115,000.00 Inclusive of VAT.**
- III. **Scope of Services:**
Repair front suspension and brake system, replace the following parts and materials
(Note: All parts to be replace should be original parts);
 - a. 2 pcs. Suspension arm assembly upper
 - b. 2 pcs. Ball joint lower
 - c. 2 pcs. Stabilizer linkage
 - d. 1 pc. Brake master assembly
 - e. 1 Ltr. Brake fluid
 - e. Wheel alignment & camber correction

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
- d. Omnibus Sworn Statement

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

