

SCOPE OF SERVICES

Repair and Preventive Maintenance Services for Toyota Innova CS S00176 issued to DBP Tagum Branch

I. Approved Budget for the Contract:

ONE HUNDRED THOUSAND PESOS ONLY (Php 100,000.00) INCLUSIVE OF ALL APPLICABLE TAXES

DESCRIPTION	QUANTITY	TOTAL CONTRACT PRICE
Repair and Preventive Maintenance Service of One (1) unit 2021 Toyota Innova 2.0 E Gas M/T	1 Lot	PHP 100,000.00

II. Scope of Services:

1. Provide job estimate/checklist report prior to commencement of the PMS or repair works subject to the approval of an authorized representative from DBP Tagum Branch.
2. Perform the services prescribed below:

One (1) Lot – 2021 Toyota Innova 2.0 E Gas M/T

1. 10,000 km Check Up
2. Inspect engine system and its components
3. Replace engine oil
4. Replace engine oil filter
5. Replace gasket drain
6. Provide gas injection system cleaner
7. Provide gas fuel system cleaner
8. Provide fuel drier
9. Provide oil conditioner
10. Inspect brake system and its components
11. Provide brake cleaner
12. Provide brake stop squeal
13. Replace shoe kit, brake
14. Perform engine tune-up
15. Inspect air conditioning system and its components
16. Provide aircon antiseptic
17. Provide engine wash
18. Check oil and fluid levels
19. Inspect tire and wheel condition
20. Provide nitrogen tire pressure
21. Install Window Side Visor (4)
22. Install Front and Rear Dashcamera
23. Provide necessary tools and materials to complete the works

Other Requirements:

- The Service Provider must have service centers located within **Davao Region**.
- Necessary spare parts, materials, tools, manpower and equipment to carry out the necessary PMS works.
- Safekeeping of DBP motor vehicle during PMS at the service center.
- The Service Provider shall supply and install genuine service parts and materials conforming to the standards for the specific motor vehicle and always ensure availability of said items.
- The Service Provider shall only use fully synthetic engine oil or recommended standard engine oil as prescribed by the manufacturer.
- The Service Provider shall ensure the recommended level of all fluids and lubricants replenishment fluids / lubricants to include; Engine oils, transmission, brake and hydraulic fluids, gear lubricants, and coolants that meet the standards set forth by the authorized dealer for the motor vehicle.
- Original Equipment Manufacturer ("OEM"), commercially purchased or built parts may be used if the parts match or exceed that of its equivalent genuine spare parts.
- Provide recommendation and post-inspection report after PMS and repair done by the service provider in preparation for the next schedule.

III. Conditions of the Contract:

1. The Service Provider shall ensure that the services to be rendered are in accordance with the scope required.
2. The Service Provider in consideration of the payment to be made by DBP of the sum of money hereinafter specified binds itself to pay, furnish, install and complete any and all necessary permits, materials, labor, tools, equipment, supplies, utilities, transportation, superintendence, supervision and other facilities for the satisfactory performance for the supply of equipment to the Development Bank of the Philippines.
3. The Service Provider shall be fully responsible for the safety of his men and clearly understands and agrees that no employer-employee relationship shall exist between the Contractor's men and DBP. Any damaged caused by Contractor or its personnel to any property of DBP or injury or death to a third party shall be the sole responsibility of the Contractor and the later shall pay the costs or shoulder the burden thereof.
4. The DBP shall be free from any kinds of claims, damages, liabilities or courses of action in the event the Supplier/Contractor violates any terms and conditions hereof.

IV. Payment:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. Billing Statement / Statement of Account, Certification of Completion / Acceptance). Issuance of manager's check will be the mode of payment and processing of it will be a maximum of 30 days.
2. When the Supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplier shall be liable for damages for the delay and shall pay DBP liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the price of undelivered quantity

shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

V. Other Requirements:

Interested Suppliers/Contractors must submit the following:

1. Proposal or Quotation
2. Philgeps Certificate with Registration number
3. Valid/ current Mayor's / Business Permit
4. Certificate of Registration
5. Notarized Omnibus Sworn Statement (for winning bidder only)

Recommended By:

SIGNED

KATE KAREN R. LURA
Acting BSO, Tagum Branch

Approved By:

SIGNED

SM LACE LUANNE H. MORTA
Head, Tagum Branch

CONFORME:

Name and Signature of Authorized Representative

Designation: _____

Date: _____