



ANNEX "A"

DEVELOPMENT BANK OF THE PHILIPPINES  
**TERMS OF REFERENCE**  
**Repair of Motor Vehicle - Adventure for DBP Masbate Branch**

Mode of Procurement: Small-Value Procurement

I. Approved Budget for the Contract: ₱ 70,000.00 (inclusive of VAT /applicable taxes)

Item	Quantity	Unit Cost	Total Cost
Repair of Motor Vehicle - Adventure	1	70,000.00	70,000.00

II. Scope of Services

Perform the services prescribed below:

- Replace doorstay
- Replace L, Spring 1,2,3
- Replace L/S Bushing
- Replace in/out bearing
- Replace tie-rod end
- Replace door handle (in and out)
- Replace hand brake cable
- Replace hand brake rubber
- Replace ball joint (upper and lower)
- Replace brake pad
- Replace rear blower motor
- Inspect and repair airconditioning system and its components
- Inspect and repair underchassis

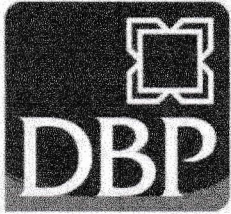
III. Conditions of the Contract

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if the item/s delivered were found to be defective and not in accordance with the required specifications/model.
2. DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) when the Supplier fails to deliver, perform and comply with its obligation.
3. Delivery Period: The Supplier shall deliver the items within thirty (30) calendar days after receipt of PO.
4. Point of Delivery: DBP Masbate Branch, Danao cor Mabini Street, Masbate City.

IV. Documentary Requirements:

Interested Supplier/s must submit the following:

- a. Proposal/Quotation
- b. Proof of PHILGEPS Registration
- c. 2022 Mayor's/Business Permit



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines

V. Payment:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (i.e. Billing Statement/Statement of Account, Certificate of Completion/Acceptance, if applicable).
2. For every day of delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

Recommended by:

  
**MA. LAILA A. PEREZ**  
Branch Cashier

Approved by:

  
**EUGENE ALEJ B. ESPENILLA**  
Branch Head