

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



I. Repair of Toyota Hi-Ace Commuter Deluxe model 2022 with Conduction Sticker no. S8-R810.

II. Approved Budget for the repair: Php 110,000.00 Inclusive of VAT.

III. **Scope of Services and Specification:**

Conversion of second and third rows passenger seat into captain seat, including the replacement of carpet flooring/matting;

ITEM	QUANTITY	TYPE	DIMENSION / MEASUREMENT	MATERIALS	COST	TOTAL COST
1	2 PCS	CAPTAIN SEAT ROTATING (MANUAL)	TOTAL WIDTH 65CM SEAT 52CM X 52CM BACK AND HEADREST HEIGHT 79CM	SYNTHETIC LEATHER	P 95,000.00	P95,000.00
2	1 PC	CARPET FLOORING	150CM X 285CM	POLYPROPYLENE CARPET FIBER	P 15,000.00	P 15,000.00

TOTAL AMOUNT P 110,000.00

IV. **Completion Period:**

- Within fifteen (15) calendar days after receipt of Notice to Proceed.

V. **Conditions:**

- The supplier/contractor must be within Metro Manila.
- All other needed parts/materials necessary during installation of captain seat conversion shall be provided by the supplier.
- The supplier/contractor shall ensure that the installation of captain seat conversion 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.
- Any damages that may occur to the vehicle during installation of captain seat conversion shall be shouldered by the supplier.

VI. **Warranty:**

- Submission of certification of warranty on parts and labor.

VII. **Payment:**

- Payment shall be processed after completion of the installation of captain seat conversion 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;

- Proposal/Quotation
- Proof of PhilGEPS Registration
- 2023 Mayor's/Business Permit
- 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

Repair of Toyota Hi-Ace Commuter Deluxe model 2022 with Conduction Sticker no. S8-R810.