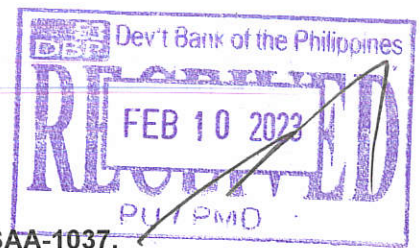


Development Bank of the Philippines
Construction and Facilities Management Department
CAMP AGUINALDO BRANCH
SCOPE OF SERVICES



- I. **Repair of Toyota Innova 2.5G DSL model 2015 with License Plate No. SAA-1037.**
- II. **Approved Budget for the repair: Php 79,940.00 Inclusive of VAT.**
- III. **Scope of Services:**
 - **Repair front suspension and brake system, replace the following parts and materials;**
 - a. 2 pcs. Ball joint upper
 - b. 2 pcs. Ball joint lower
 - c. 2 pcs. Front shock absorber
 - d. 2 pcs. Tie rod end
 - e. 2 pcs. Tie rod bar
 - f. 2 pcs. Stabilizer linkage
 - g. 2 pcs. Stabilizer clamp bushing
 - h. 1 Set Brake pads front
 - i. Wheel alignment & camber correction
 - **Preventive maintenance service (PMS), replace the following parts and materials;**
 - a. 7 Liters Engine oil
 - b. 1 pc. Oil filter
 - c. 1 pc. Air filter
 - d. 1 pc. Fuel filter
 - e. 1 can Engine flush
 - f. 1 bot. Brake cleaner
 - g. 1 pc. Cabin filter
 - **Overhaul clutch system, replace the following parts and materials (NOTE: All parts of clutch system to be replace should be original parts);**
 - a. 1 pc. Clutch disc
 - b. 1 pc. Pressure plate
 - c. 1 pc. Release bearing
 - d. 1 pc. Pilot bearing
 - **Towing Service/From DBP Marikina Branch No. 37 Cor. Dragon and Gil Fernando Ave., Midtown Subdivision, Marikina City to Auto Repair Shop.**
- IV. **Completion Period:**
 - Within fifteen (15) calendar days after receipt of Notice to Proceed.
- V. **Conditions:**
 - All other defects and needed parts/materials found during service 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 service 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. 2023 Mayor's/Business Permit
 - d. Omnibus Sworn Statement

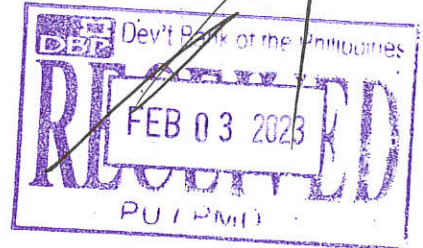
CAMP AGUINALDO BRANCH

Repair of Toyota Innova 2.5G DSL model 2015 with License Plate No. SAA-1037.

Prepared by:

SIGNED

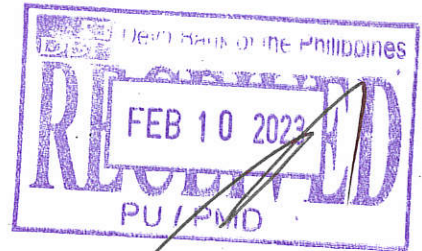
RICARLITO R. HERRADURA
Automotive Mechanic-III



Recommended by:

SIGNED

SM ALBERTO SANTIAGO A. BERMEJO
Head-GSU, CFMD



Approved by:

SIGNED

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