



DEVELOPMENT BANK OF THE PHILIPPINES
San Fernando Lending Center
City of San Fernando, Pampanga

DEVELOPMENT BANK OF THE PHILIPPINES

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

TERMS OF REFERENCE

PROJECT: PROCUREMENT/REPLACEMENT OF TRANSMISSION ASSEMBLY FOR SAN FERNANDO LENDING CENTER SERVICE VEHICLE TOYOTA INNOVA SAA 1035

I. APPROVED BUDGET FOR THE CONTRACT

NINETY-FOUR THOUSAND SEVEN HUNDRED PESOS (₱94,700.00), inclusive of all applicable government taxes.

II. TECHNICAL SPECIFICATIONS

a.) Perform Preventive Maintenance, Machine Shop and Other Related Repair Works

GENERAL DESCRIPTION	ACTIVITY/REPAIR WORKS
Labor/Services: Machine/Auto Shop	- Replace Transmission Assembly

b.) Replacement of Parts and Consumables

PARTS	QUANTITY	UNIT
Transmission Assembly	1	Piece
Clutch Disc	1	Piece
Clutch Cover	1	Piece
Release Bearing	1	Piece
Pilot Bearing	1	Piece
Gear Oil	3	Liters

III. DELIVERY/COMPLETION PERIOD

Within five (5) calendar days upon receipt of **Purchase Order (PO)/Notice to Proceed (NTP)**.

If the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under the Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of



contract. Once the maximum is reached amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract, without prejudice to other courses of action and remedies open to it.

IV. CONDITION OF THE REPAIR

1. All other defects and parts/consumables found during the actual repair quoted by the supplier shall be subject for approval as supplemental work to be covered by a separate PO.
2. The Supplier shall ensure that the repairs and items delivered are in accordance with the approved Specifications/Scope of Works. DBP has the right to reject delivery if items delivered were found to be defective and not according to the required specifications.
3. DBP may terminate/cancel the PO/NTP when supplier fails to deliver, perform and comply with its obligation as required in the contract.

V. DOCUMENTARY REQUIREMENTS

The supplier must submit to DBP the following:

1. Valid and Current Business Permit
2. Proof of PhilGEPS Registration with Registration Number

VI. PAYMENT

One-time payment via Manager's Check upon completion of the repair provided required documents are completed.

Recommended by:

Electronically signed
AVP LIZEL S. LAPUZ
Head, San Fernando Lending Center

Approved by:

Electronically signed
SVP CATHERINE T. CAMARAO
Head, North and Central Luzon Lending Group