



TERMS OF REFERENCE

Preventive Maintenance and Repair of Philguarantee Service Vehicle assigned at
Cititower building: Toyota Fortuner SJP 418

I. SCOPE OF WORK

1. Labor: (a) change oil, (b) pull down front LH/RH rotor disc and 2 pcs rear brake drum LH/RH for resurfacing and reinstallation; (c) Replace brake pad and brake shoe if necessary; (d) Machine shop works Resurface 2pcs rotor disc and 2 pcs brake drum; (e) pull down radiator tank for lock repair and reinstall; (f) radiator tank leak repair; (g) general aircon cleaning; (h) Pull down evaporator front and rear for cleaning leak test and reinstall and recharge Freon gas 134A; and (i) replace timing belt, tensioner bearing and idler bearing;
2. Provide the following: oil filter (1pc), air filter (1pc), fuel filter (1pc), engine oil (6L), brake pad (1set), brake shoe (1set), expansion valve front (1pc), expansion valve rear (1pc), filter drier (1pc), cabin filter (1pc), assorted oring (set), compressor oil (1pc), nitrogen (1lot), permagum (1pc), front evaporator (1pc), rear evaporator (1pc), Freon gas (1lot), timing belt (1pc), idler bearing (1pc), tensioner bearing (1pc), and spark plug (4pcs);
3. Provide the required parts and supplies for the above Scope of Works.

II. **TERMS OF DELIVERY:** 15 working days upon receipt of Job Order.

III. **TERMS OF PAYMENT:** 30 working days from receipt of billing.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is **Fifty-Seven Thousand Four Hundred Ninety Pesos only (₱57,490.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2021.

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