

## TERMS OF REFERENCE

Preventive Maintenance and Repair of Philguarantee Service Vehicle:  
2009 Toyota Innova, G, M/T, Gasoline, with plate number SJC 922

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### I. SCOPE OF WORK

- a) Labor: PMS, kilometer checkup, tune up and change oil, check, clean and adjust all brakes, repair noisy under chassis, machine shop job: press in, press out, camber and alignment;
- b) Provide the following: oil filter (1 piece), air cleaner (1 piece), spark plug (4 pieces), engine oil (6 liters), fuel filter (1 piece), tie rod end (2 pieces), tie rod bar (2 pieces), stabilizer assembly (2 pieces), clamp bushing (2 pieces), upper ball joint (2 pieces), lower ball joint (2 pieces), upper suspension bushing big (4 pieces), lower suspension bushing small (2 pieces), lower suspension bushing big (2 pieces), shock absorber (2 pieces) and;
- c) Provide the required parts and supplies for the above Scope of Works.

II. **TERMS OF DELIVERY:** 15 calendar days upon receipt of Job Order.  
(Delivery of repaired vehicle should be made on business days only.)

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

IV. **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is **Fifty Four Thousand Three Hundred Pesos Only (₱ 54,300.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2021.

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