



# PHILGUARANTEE

Philippine Guarantee Corporation

## TERMS OF REFERENCE

Preventive Maintenance and Repair of PHILGUARANTEE Service Vehicle:  
2009 Honda CR-V, A/T, gasoline with plate number NXI 938

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### I. SCOPE OF WORK

- a) Labor: For kilometer checkup, tune up, change oil, Replace defective underchassis components, Machine shop jobs: Press out and Press in, For camber and alignment, Engine oil leak: pull down transmission to replace crankshaft oil seal, and torque converter oil seal;
- b) Provide the following: Oil filter (1pc), Air cleaner (1pc), Spark plug (4pcs), Engine oil (4L), Suspension bushing big (2pcs), Suspension bushing small (2pcs), Clamp bushing (2pcs), Stabilizer link (2pcs), Tie rod (2pcs), Tie rod end (2pcs), CV boots outer (2pcs), Lower ball joint (2pcs), Crankshaft oil seal (1pc), Torque converter oil seal (1pc), ATF (3L); and
- c) Provide the required parts and supplies for the above Scope of Works.

II. **TERMS OF DELIVERY:** 30 calendar days upon receipt of Job Order.  
(Delivery of repaired vehicle should be 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 Nine Hundred Pesos only (P54,900.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:

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Officer-in-Charge  
Facilities and Maintenance Division

Approved by:

**MARVIN ANTHONY C. GALANG**  
Vice President  
Facilities and General Services Department

Conforme:

Printed Name and Signature of bidder  
Date: