



## TERMS OF REFERENCE

Preventive Maintenance of PHILGUARANTEE Service Vehicle:  
2009 Mitsubishi Montero A/T, Diesel with plate no. ZTY 474

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### I. SCOPE OF WORK

- a) Labor: Pull down transmission to replace defective oil seal;
- b) Provide the following: Crankshaft oil seal (1pc), Torque converter oil seal (1pc), Silicone gasket (1pc), ATF (8L); and
- c) Provide the required parts and supplies for the above Scope of Works.

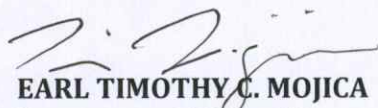
II. **TERMS OF DELIVERY:** 30 calendar days upon receipt of Job Order.  
(Delivery of repaired vehicle should be on business days only)

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

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

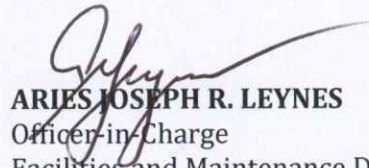
The Approved Budget for the Contract is **Seventeen Thousand Four Hundred Pesos only (₱17,400.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:



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Reviewed by:



**ARIES JOSEPH R. LEYNES**  
Officer-in-Charge  
Facilities and Maintenance Division

Approved by:



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

Conforme:

Printed Name and Signature of bidder  
Date: