



TERMS OF REFERENCE

Preventive Maintenance and Repair of PHILGUARANTEE Service Vehicle:
2014 TOYOTA INNOVA, M/T, DIESEL with plate no. SJB 215

I. SCOPE OF WORK

- a) Labor: For kilometer checkup (tune up change oil), Noisy under chassis: replace and install defective under chassis components, Repair and repaint all damaged front portion, For camber and alignment;
- b) Provide the following: Oil filter (1pc), Fuel filter (1pc), Air filter (1pc), Engine oil (7L), Upper suspension bushing (4pcs), Lower suspension bushing (4pcs), Upper ball joint (2pcs), Lower ball joint (2pcs), Clamp bushing (2pcs), Stabilizer bushing (2pcs), Tie rod end (2pcs), Tie rod bar (2pcs), Stabilizer link (2pcs), Front bumper (1pc), Bumper grille (1pc), LH and RH headlight assy. (2pcs); 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 **Eighty-Six Thousand Two Hundred Pesos only (P86,200.00)**, 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: