



## TERMS OF REFERENCE

Repair of PHILGUARANTEE Service Vehicle:  
2009 Toyota Innova G, M/T, gasoline with plate number SJP 422

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### I. SCOPE OF WORK

- a) Labor: Check aircon system: pull down dashboard panel to give way for repair check evaporator, condenser, and flushing and vacuum, cleaning of all lines, and Full charge of Freon;
- b) Provide the following: Expansion valve front (1pc), Expansion valve rear (1pc), Cabin filter (1pc), Drier kit (1pc), Evaporator (1pc), Assorted o'ring (1 lot), Condenser (1pc), Nitrogen and degreaser (1 lot), Magnetic pulley assy. (1pc), Full charge of Freon (1 lot); 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 **Thirty-Nine Thousand Five Hundred Pesos only (P39,500.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:

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Facilities and Maintenance Division

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: