



TERMS OF REFERENCE

PM and Repair of PHILGUARANTEE Service Vehicle:
2009 Toyota Innova G, M/T Gasoline with plate number SJC 942

I. SCOPE OF WORK

- a) Labor: For kilometer checkup, check brakes and replace front and rear brake system, Replace magnetic clutch assy., perform leak testing, and change oil of compressor;
- b) Provide the following: Oil filter (1pc), Air cleaner (1pc), Spark plug (4pcs), Engine oil (6L), Fuel filter (1pc), Brake pad (1 set), Brake shoe (1 set), Brake fluid (1L), Magnetic clutch assy. (1 set), Full charge of Freon gas (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 upon receipt of billing.

IV. WARRANTY PERIOD: 60 days upon completion of Job Order.

V. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is **Twenty-Four Thousand Three Hundred Pesos only (P24,300.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:

EARL TIMOTHY C. MOJICA
Procurement Officer II
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