

## TERMS OF REFERENCE

Preventive Maintenance and Repair of PhilGuarantee Service Vehicle:  
***TOYOTA VIOS with plate number SJA-793***

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### I. Scope of work

1. Labor: change oil and tune up, replace shock mounting, tie rod end, tie rod bar, stab link, suspension (big and small), LH engine support, RH engine support, transmission support, lower transmission support, Pull down and flushing aircon system, Cleaning of evaporator, inspect and check leak, replace expansion valve and drier, evaporator, oring and change/add compressor oil, vacuum and charge Freon gas, replace radiator assy, rad fan motor, and add coolant, complete wheel alignment, and machine shop: suspension bushing;
2. Provide the following: oil filter (1pc), air filter (1pc) engine oil (6L), spark plug (4pcs), front shock absorber (2pcs), front shock mounting (2pcs), tie rod end (2pcs), tie rod bar (2pcs), stabilizer link (2pcs), suspension bushing big (2pcs), suspension bushing small (2pcs), LH E/support (1pc), RH E/support (1pc), transmission support (1pc), lower transmission support (1pc), radiator assy. (1pc), radiator fan motor (1pc), radiator coolant (1pc), compressor oil, permagum, assorted orings, filter drier, front expansion valve (1pc), full charge Freon gas, aircon oil, aircon flush, cooling coil (1pc), condenser assy. (1pc), and cabin filter; and
3. Provide the required parts and supplies for the above Scope of Works.

**II. Terms of Delivery:** maximum of 15 working days upon receipt of Job Order;

**III. Terms of Payment:** 30 working days from receipt of billing;

### IV. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **Ninety-Nine Thousand Five Hundred Pesos only (₱99,500.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2021.

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