



## TERMS OF REFERENCE

Preventive Maintenance and Repair of PHILGUARANTEE Service Vehicle:  
2009 Toyota Innova G, M/T, gasoline, with plate no. SJP 422

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### I. SCOPE OF WORK

- a) Labor : Preventive maintenance schedule: Change Oil, and Tune up, Machine Shop  
Job: Press in and Out, General cleaning of Aircon system, flushing of lines, vacuuming, replacement of parts, recharging of Freon;
- b) Provide the following: Oil filter (1pc), Spark plug (4pcs), Air filter (1pc), Fuel filter (1pc), Engine oil (7L), Tint (1 lot), Shock absorber rear L&R (2pcs), Axle bearing (2pc), Axle/Wheel bearing (2pcs), Axle lock (2pcs), Expansion valve front (1pc), Expansion valve rear (1pc), Filter drier (1pc), Cabin filter (1pc), Compressor (1pc), Clutch silicon oil (6pcs), Compressor oil (1pc), Flushing (1pc), Assorted O ring (1lot); and
- c) Provide the required parts and supplies for the above Scope of Works.

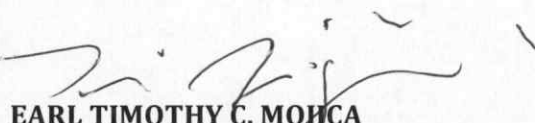
**II. TERMS OF DELIVERY:** 15 calendar days upon receipt of Job Order.  
(Delivery of repaired vehicle should be on business days only)

**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 **Sixty-Seven Thousand Nine Hundred Seventy-Five Pesos only (P67,975.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2022.


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