

TERMS OF REFERENCE

Preventive Maintenance and Repair of PHILGUARANTEE Service Vehicle:
2009 Toyota Innova G, M/T, gasoline with plate number SJP 452

I. SCOPE OF WORK

- a) Labor: For kilometer checkup: tune up, change oil, Replace defective shock absorber, Replace defective starter assembly, Replace under chassis parts, Pull down throttle body to give way for cleaning, For camber and alignment;
- b) Provide the following: Motor oil (7L), Oil filter (1pc), Air filter (1pc), Fuel filter (1pc), Spark plug (4pcs), Starter assembly (1pc), Drive belt (1 pc), Cabin filter (1pc), Tie rod end (2pcs), Tie rod (2pcs), Stabilizer link(2pcs), Shock absorber L&R (2pcs), Carb cleaner (1pc); 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 **Fifty Thousand Nine Hundred Ten Pesos only (50,910.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2022.

Prepared by:



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