



## TERMS OF REFERENCE

Preventive Maintenance of PHILGUARANTEE Service Vehicle:  
2014 Toyota Innova M/T, diesel with plate number SJB 213

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### I. SCOPE OF WORK

- a) Labor: Change oil and replacement of filters;
- b) Provide the following: Engine oil (7L), Air filter (1pc), Oil filter (1pc), Fuel filter (1pc), Cabin filter (1pc), Motor flush (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 **Nine Thousand Two Hundred Twenty Pesos only (9,220.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2022.

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