



TERMS OF REFERENCE

Preventive Maintenance and Repair of PHILGUARANTEE Service Vehicle:
2014 Toyota Innova M/T, diesel with plate number SJB 215

I. SCOPE OF WORK

- a) Labor: For kilometer checkup: tune up, and change oil, Check, clean, and adjust brakes, Replace suspension parts, rear shock absorber, Replace wheel bearing, axle bearing, Machine shop job: press in and out, For camber and alignment;
- b) Provide the following: Oil filter (1pc), Fuel filter (1pc), Air filter (1pc), Engine oil (7 L), Cabin filter (1pc), Brake pad (1 set), Brake shoe (1 set), Rotor disc (2pcs), Tie rod end (2pcs), Tie rod bar (2pcs), Stabilizer link bushing (4pcs), Upper ball joint (2pcs), Lower ball joint (2pcs), Upper suspension bushing big (4pcs), Lower suspension bushing small (2pcs), Lower suspension bushing big (2pcs), Shock absorber rear (2pcs), Wheel bearing (2pcs), Axle bearing (2pcs), Axle lock (2pcs), Axle oil seal (2pcs); 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 **Seventy-Four Thousand Seven Hundred Twenty Pesos only (₱ 74,720.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2022.

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