

## TERMS OF REFERENCE

Repair of PHILGUARANTEE Service Vehicle:  
2009 Toyota Innova, A/T, diesel with plate number SJP 458

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### I. SCOPE OF WORK

- a) Labor: Removal, installation, and overhaul of transmission;
- b) Provide the following: Rebuilding kit (1 set), Automatic Transmission Fluid (8L); and
- c) Provide the required parts and supplies for the above Scope of Works.


**II. TERMS OF DELIVERY:** 30 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):

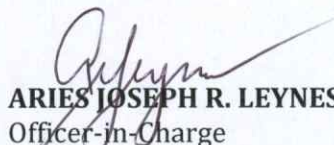
The Approved Budget for the Contract is **Sixty Thousand Eight Hundred Pesos only (P60,800.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:



**EARL TIMOTHY C. MOJICA**  
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Facilities and Maintenance Division

Reviewed by:



**ARIES JOSEPH R. LEYNES**  
Officer-in-Charge  
Facilities and Maintenance Division

Approved by:



**MARVYN ANTHONY C. GALANG**  
Vice President  
Facilities and General Services Department

Conforme:

Printed Name and Signature of bidder  
Date: