

TERMS OF REFERENCE

Preventive Maintenance and Repair of PHILGUARANTEE Service Vehicle:
2009 Toyota Innova G, M/T Gasoline with plate number SJC 902

I. SCOPE OF WORK

- a) Labor: Check front and rear brakes: pull down front and rear tires to replace, For kilometer checkup, tune up, and change oil, Machine shop job: Reface LH and RH Rotor disc, Replace rain gutter;
- b) Provide the following: Brake pads (1 set), Brake shoe (1 set), Brake fluid (1L), Caliper kit (1 set), Caliper piston (2pcs), Oil filter (1pc), Air cleaner (1pc), Spark plug (4pcs), Fuel, filter (1pc), Engine oil (6L), Rain gutter (1 set); 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 upon receipt of billing.

IV. WARRANTY PERIOD: 60 days upon completion of Job Order.

V. APPROVED BUDGET FOR THE CONTRACT (ABC):

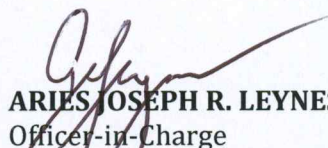
The Approved Budget for the Contract is **Twenty-Six Thousand Pesos only (P26,000.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:



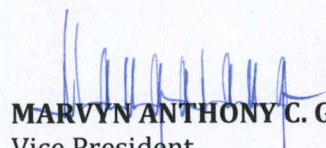
EARL TIMOTHY C. MOJICA
Procurement Officer II
Facilities and Maintenance Division

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