

## TERMS OF REFERENCE

Repair of PHILGUARANTEE Service Vehicle:  
2009 Toyota Innova G, M/T Gasoline with plate number SJP 412

### I. SCOPE OF WORK

- a) Labor: Check front and rear brakes: Pull down front and rear tires to check unusual sound, Defective aircon system: Pull down front dashboard to give way for general cleaning of aircon system, pull down front and rear evaporator and condenser for flushing and leak testing and change oil of compressor, Pull down transmission and replace clutch components;
- b) Provide the following: Brake pads (1 set), Brake shoe (1 set), Brake fluid (1L), Expansion valve front (1pc), Expansion valve rear (1pc), Cabin filter (1pc), Drier kit (1pc), Assorted o ring (1 set), Nitrogen and degreaser (1 lot), Full charge of freon gas (1 lot), Rear blower motor (1pc), Clutch disc (1pc), Pressure plate (1pc), Release bearing (1pc), Pilot bearing (1pc), Transmission oil (3L), Differential gear oil (3L); 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)

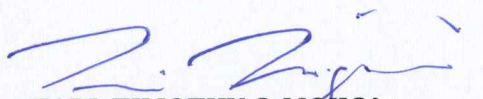
**III. TERMS OF PAYMENT:** 30 calendar days upon receipt of billing.

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

**V. APPROVED BUDGET FOR THE CONTRACT (ABC):**


The Approved Budget for the Contract is **Fifty-One Thousand Four Hundred Pesos only (P51,400.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:




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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