



**PHILGUARANTEE**

Philippine Guarantee Corporation



## TERMS OF REFERENCE

Preventive Maintenance and 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: Replace brake pads and brake shoe, For kilometer checkup: tune up, change oil, Defective aircon system: pulldown front dashboard to give way for repair, pull down front and rear evaporator, condenser for leaktesting, vacuum and change oil of compressor;
- b) Provide the following: Expansion valve front (1pc), Expansion valve rear (1pc), Cabin filter (1pc), Drier kit (1pc), Assorted o ring (1 lot), Nitrogen and degreaser (1 lot), Full charge of Freon (1 lot), Oil filter (1pc), Fuel filter (1pc), Air cleaner (1pc), Engine oil (7L), Radiator coolant (2L), Radiator assy. (1pc), Brake pad (1 set), Brake shoe (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.

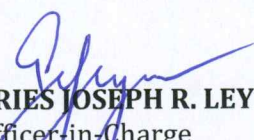
V. **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is **Forty Thousand Four Hundred Pesos only (P40,400.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

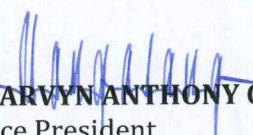
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Approved by:

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

Conforme:

Printed Name and Signature of Bidder:  
Date