



TERMS OF REFERENCE

Preventive Maintenance and Repair of PHILGUARANTEE Service Vehicle:
2007 Toyota Innova M/T, Diesel with plate number SFM 657

I. SCOPE OF WORK

- a) Labor: For kilometer checkup, tune up, change oil, Replace front and rear brakes, Replace clutch master;
- b) Provide the following: Oil filter (1pc), Fuel filter (1pc), Air filter (1pc), Engine oil (7L), Valve cover gasket (1pc), Brake pad (1 set), Brake shoe (1 set), Clutch master assy. (1pc), Brake fluid (1L); 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 **Nineteen Thousand Four Hundred Pesos only (₱19,400.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:

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Procurement Officer II
Facilities and Maintenance Division

Reviewed by:

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

Approved by:

MARVIN ANTHONY C. GALANG
Vice President
Facilities and General Services Department

Conforme:

Printed Name and Signature of Bidder:
Date

