



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Trunk line: 657-3300 | TeleFax No. 735-4979

**PURCHASE ORDER NO. 2018-221**

Supplier: Toyota Otis Inc.	Date: November 27, 2018
Address: 1770 P. M. Guazon Street, Barangay 831, Paco, Manila	Mode of Procurement: Small Value Procurement
TIN:	

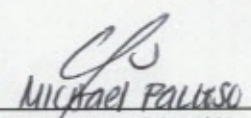
Gentlemen:  
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

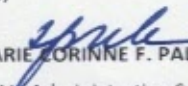
Place of Delivery: DBM Building III	Delivery Term: Within 20 working days
Date of Delivery: Within 20 working days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

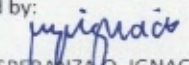
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020	2	₱ 14,503.50	₱ 29,007.00

(Total Amount in Words)  
**Twenty Nine Thousand Seven Pesos** ₱ 29,007.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme:   
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
 12/7/2018  
 \_\_\_\_\_  
 Date

Very truly yours,  
  
**THEA MARIE ZORINNE F. PALARCA**  
 Director IV, Administrative Service **MAD**  
 Authorized Official  
 (Representing End User)

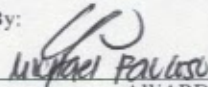
Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : 021011012018-11-2803 Amount : ₱ 29,007. Date : 11/28/18
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Distribution of Copies:  
 / / Original copy for the Supplier's Conforme  
 / / Agency's Central Supply and Property Section for file  
 / / COA Auditor

**TERMS AND CONDITIONS  
(PURCHASE ORDER)**

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.**
2. AWARDDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.
3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.  
  
Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.
5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.
7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.  
  
The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract  
  
The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. The technical specifications, bid proposal and other documents required from the AWARDDEE shall form part of this Purchase Order.

Accepted By:

  
\_\_\_\_\_  
AWARDEE

REPUBLIC OF THE PHILIPPINES)  
CITY OF MANILA ) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2018, personally appeared \_\_\_\_\_ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a \_\_\_\_\_ consisting of \_\_\_\_\_ (\_\_\_\_) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2018.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE TO PROCEED**

November 27, 2018

**Mr. Michael Falceso**

Toyota Otis Inc.  
1770 P.M. Guazon Street,  
Barangay 831, Paco, Manila

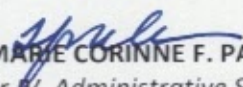
Dear **Mr. Falceso**:

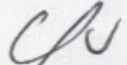
Per attached Purchase Order No. 2018-221, we hereby notify you that your Office may proceed with the delivery of the project "*Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020*", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
Director *W*, Administrative Service *MAD*

  
MICHAEL FALCESO 12/7/2018  
Conforme / Date



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE OF AWARD**

November 27, 2018

**Mr. Michael Falceso**  
Toyota Otis Inc.  
1770 P.M. Guazon Street,  
Barangay 831, Paco, Manila


Dear **Mr. Falceso**:

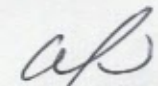
We are pleased to inform you that the project "*Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020*", is hereby awarded to your company in the amount of Twenty Nine Thousand Seven Pesos (P 29,007.00).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service **MAD**

  
**Michael Falceso** 12/7/2018  
Conforme / Date







**Republic of the Philippines**  
**Department of Budget and Management (DBM)**  
**Office of the Secretary, Central Office**  
**PURCHASE ORDER**

<b>Supplier:</b>	Toyota Otis, Inc.	<b>PO No.:</b>	01-06001-PO-2018-11-00031
<b>Address:</b>	N/A, 0	<b>PO Date:</b>	November 27, 2018
<b>TIN:</b>	3498557000	<b>Bank Name:</b>	
<b>Tel.No.:</b>	0	<b>Bank/Branch:</b>	
<b>Fax No.:</b>		<b>Bank A/C No.:</b>	
<b>Mode of Procurement:</b>	Small Value Procurement	<b>Account Type:</b>	
<b>Month:</b>	November	<b>PR No.:</b>	01-06001-PR-2018-11-00028
<b>Fund Cluster:</b>	01 - Regular Agency Fund		
<b>Funding Source:</b>	01101101 - Specific Budgets of National Government Agencies		

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

**Delivery Terms:** 10 working days upon receipt of the PO

**Payment Terms:** 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Replacement of defective parts from clutch component	1.00	14,503.50	14,503.50
2	Lot	Replacement of defective parts from clutch component	1.00	14,503.50	14,503.50
<b>Total</b>				<b>P</b>	<b>29,007.00</b>

**(Total Amount in Words) \*\*TWENTY NINE THOUSAND SEVEN PESOS AND 00/100\*\***

In case of failure to make the full delivery within the time specified below, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

Marco David

\_\_\_\_\_  
Signature over Printed Name of Supplier

\_\_\_\_\_  
Signature over Printed Name of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation

**Delivery Schedule**

No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	Replacement of defective parts from clutch component	11/01/2018	11/30/2018		1.00
2	Replacement of defective parts from clutch component	11/01/2018	11/30/2018		1.00



**ABSTRACT OF QUOTATIONS**

Project Title: Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020  
 ABC: 20,000  
 Date: November 26, 2018

Qty	Unit	Item/Description		Toyota Otis Inc. 564-1811 to 20 local 114		Offered Specifications		Toyota Manila Bay Corporation 581-6171		Various Suppliers	
		Particulars	Unit	Total	Unit	Total	Unit	Total	Unit	Total	
2	lots	Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020	₱ 14,503.50	₱ 29,007.00	Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020	₱ 24,671.00	₱ 49,342.00	Toyota Global City Inc. - service@toyotaglobalcity.com Toyota Makati Inc. - gbllegado@toyotamakati.com.ph Toyota Makati Inc. - nmambo@toyotamakati.com.ph Toyota Pasing Tamo Inc. - jm.macapagal@toyotapasingtamo.com Toyota Pasing Tamo Inc. - lisette.balesteros_1@toyotapasingtamo.com.ph Toyota Pasig - tpg.servicedepartment@gmail.com Toyota Abad Santos - svc.reminder@toyotaabadsantos.com.ph Toyota Abad Santos - a.datuin@toyotaabadsantos.com.ph Toyota Cubao Inc. - b.claudio@toyotacubao.com.ph Toyota Cubao Inc. - v.salcedo@toyotacubao.com.ph Toyota Cubao Inc. - t.dayrit@toyotacubao.com.ph Toyota Quezon Avenue - service@toyotaqa.com.ph Toyota Commonwealth Inc. - mrs@tcmi.ph			
<b>Total Price</b>				₱ 29,007.00			₱ 49,342.00				
<b>Ranking</b>				1			2				
<b>Remarks</b>				Toyota Otis Inc., having the lowest responsive quotation, considered as the awardee.							

Prepared by:

**MARCO A. DAVID**  
 Administrative Officer II

Reviewed by:

*Joyce D. Labao*  
**JOYCE D. LABAO**  
 OIC-Chief Administrative Officer, PMD

Approved by:

*Thea Marie Corinne F. Palarca*  
**THEA MARIE CORINNE F. PALARCA**  
 Director of Administrative Service **MD**

Invited through email but no submission



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

11/23/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Otis Inc.

Tel. No. 564-1811 to 20 local 114

Fax No. 564-0436 | 338-5933


Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
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2	lots	Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020	₱ 14,503.50	₱ 29,007.00
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Total: ₱ 29,007.00

Very truly yours,

  
JOYCED. LABAO

OIC Chief Administrative Officer, PMD

Quoted by:

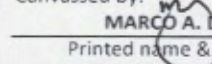
Michael Falceso

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:

  
MARCO A. DAVID

Printed name & Signature

Administrative Officer II

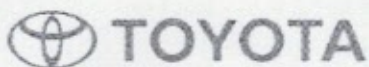
Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through  
email. Please see attached.



**ABE1015**

**Michael Falceso**

**TOYOTA OTIS, INC.**  
 1770 P.M. Guazon St. Barangay 831. Paco. NCR.  
 City of Manila, First District, 1007  
 Tel. (02) 564-1811 to 20  
 Fax (02) 564-0436/(02) 338-5933  
 Website: www.toyotaotis.com.ph  
 VAT Reg. TIN: 003-498-557-00000  
 Business Style: Sale of Passenger Motor Vehicles

- Repeat Repair
- Appointment
- Walk-In
- Waiting
- Non Waiting

**SERVICE QUOTATION**

**B1DA001707**

Page 1 of 1	Business Style:			7700 Service Quotation	
Customer No 1000989792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No +6327359225	Appointment Cust. Appl. Time (Rec. Time) Date: / / Time: : am/pm	Year/Make/Model 2012/Innova 2.5E Dsl M/T - AA - 050	
Date Received 11/23/2018	757 SOLANO ST.	Business Phone No +6327359225	Production Time Date: / / Time: : am/pm	Chassis No./VIN/Serial No. KUN405102900	
Time Received 03:26:36PM		Mobile No +639267851684		Colour DARK BROWN MICA	CS No TZ4483
Purchase Order No	Email Address a@co	TIN 000-449-457-00013	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Kilometers KM 2	Selling Dealer TMI
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name	Assignee's Contact No	Warr Exp KM 100,000	Delivery Date 12/13/2013	Warr Exp Date
	Driver's Name	Driver's Contact No	Engine No 2KD5279691		

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	1SP5512	SMILE - CLUTCH PARTS AND REAR CRANKSHAFT	2 300	500.00	1,150.00
1	SK14S-MILE5-12	SK SMILE512 INNOVA	1	11,560.49	11,560.49
1	TOT SMILE2	SMILE PROMO 2	1	239.06	239.06
				Total Labor	1,150.00
				Total Part	11,560.49
				Total Sublet	239.06
				Total Oil/Lubricant	0.00
				Total MISC/Material	0.00
				<b>Subtotal</b>	<b>12,949.55</b>
				Less Discount	0.00
				VAT	1,553.95
				<b>GRAND TOTAL</b>	<b>14,503.50</b>

confirm  
 MARCO A. DAVID  
 Procurement Management Division



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

11/23/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Manila Bay Corporation

Tel. No. 581-6171

Fax No. 581-6123

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
2	lots	Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020	₱ 24,671.00	₱ 49,342.00

Total: ₱ 49,342.00

Very truly yours,

  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

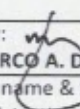
Sherman Caruana

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:

  
MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through saturation. Please see attached

**TOYOTA MANILA BAY CORP.**  
**ROXAS BLVD. COR. EDSA EXTN. BLVD. 2000, PASAY CITY**  
**TEL. # 5816171 FAX # 5816123**

**JOB ESTIMATE SHEET**

<i>Customer Details</i>	<i>Vehicle Details</i>
Registered Owner: DEPT. OF BUDGET	Vehicle Model: INNOVA
Contact Number:	Plate Number: ABE1015
Address:	Delivery Date:
Contact Person:	Model & Color Code:
Contact Number:	Frame Number:
Date Estimated:	Engine Number:

**JOB DESCRIPTION**

	Materials Price	Parts Price	Labor Price
<b>PARTS NEED TO BE REPLACE:</b>			
CLUTCH DISC		PHP 5,652.00	Php2,000.00
CLUTCH COVER		PHP 3,873.00	
RELEASE BEARING		PHP 4,290.00	
REAR CRANKSHAFT OIL SEAL		PHP 2,599.00	
PILOT BEARING		Php216.00	
SHIFTING LEVER SEAT		Php561.00	
GEAR OIL		Php1,000.00	
RESURFACE FLYWHHEL	4480		
E/G DETAILING	784		
MISC.	184		
GLOSSY WASH	1428		
RUSTPROOF	3300		

**COST OF REPAIRS**

<b>REMINDER</b> ≡ This estimate is not valid in court. ≡ All old materials & replaced parts not claimed in 7 days after completion of work will be disposed off by managemnet ≡ All hidden damaged portion and parts additional are not included in this estimate ≡ Price Quote herin are subject to change without prior notice	<b>Total Labor</b>	Php2,000.00
	<b>Total Parts</b>	Php18,191.00
	<b>Total Materials</b>	Php10,176.00
	<b>Total Cost of Repair</b>	<b>Php30,367.00</b>

*All prices are inclusive of 12% vat*

**SHERMAN "BOB" CARUANA**  
*Estimator*

*Customer Approval*



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

11/23/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Various Suppliers

Tel. No.

Fax No.

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
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2	lots	Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020	P -	P -
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Total: P -

Very truly yours,

*Joyce D. Labao*  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Various Suppliers

Printed name & Signature

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Invited suppliers through email  
but no submission.

## Request for Quotation

Marco David <davidmarcodbm@gmail.com>

Fri, Nov 23, 2018 at 2:24 PM

Bcc: Jonathan Culla <jonathan.culla@toyotaotis.com.ph>, michael.falceso@toyotaotis.com.ph, Toyota Global City Service <service@toyotaglobalcity.com>, Toyota Makati Service <gbllegado@toyotamakati.com.ph>, JM Macapagal <jm.macapagal@toyotapasongtamo.com>, "Toyota Makati Inc." <nmambo@toyotamakati.com.ph>, Service Department Toyota Pasig <tpg.servicedepartment@gmail.com>, svc.reminder@toyotaabadsantos.com.ph, a.datuin@toyotaabadsantos.com.ph, b.claudio@toyotacubao.com.ph, Bong Salcedo <v.salcedo@toyotacubao.com.ph>, Toyota Quezon Avenue <service@toyotaqa.com.ph>, Sherman Bob Caruana <s.caruana@toyotamanilabay.com.ph>, Toyota Commonwealth Service <mrs@tcmi.ph>, Lisette Ballesteros <lisette.ballesteros\_1@toyotapasongtamo.com>, Timothy Dayrit <t.dayrit@toyotacubao.com.ph>, servicetoyotaotis@gmail.com

Good day!

May I request for quotation for the following:

**Replacement of Defective Parts from Clutch Component for Toyota Innova ABE 1015**

**Model: 2014 Toyota Innova**

**Engine No: 2KDS279691**

**Chassis No: KUN405102900**

**Parts and Labor of the following:**

- Pressure Plate
- Clutch Disc
- Release Bearing
- Pilot Bearing
- Crankshaft Seal

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**Replacement of Defective Parts from Clutch Component for Toyota Innova ABE 1020**

**Model: 2014 Toyota Innova**

**Engine No: 2KDU457657**

**Chassis No: KUN405103838**

**Parts and Labor of the following:**

- Pressure Plate
- Clutch Disc
- Release Bearing
- Pilot Bearing
- Crankshaft Seal



**Marco A. David**

Public Servant

Procurement Management Division

Department of Budget and Management

General Solano St., San Miguel, Malacañang, Manila

Trunkline: 657-3300 local 3115

Website: www.dbm.gov.ph

Email: mdavid@dbm.gov.ph | davidmarcodbm@gmail.com







REPUBLIC OF THE PHILIPPINES  
 Department of Budget and Management  
 General Solano Street, San Miguel, Manila

**REQUISITION AND ISSUE SLIP**

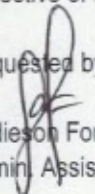
Entity Name : Department of Budget and Management  
 Division/Unit : AS  
 Office : AS  
 Requisition

Fund Cluster :  
 Responsibility Center Code :  
 RIS No. : AS

Stock No.	Unit	Description	QTY	Stock Available?		Issue	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	pc	pressure plate	1		-		
	pc	clutch discs	1		-		
	pc	release bearing	1		-		
	pc	pilot bearing	1		-		
	pc	crankshaft seal	1		-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the corrective of toyota Innova w/ plate no. ABE 1020 assigned to GSD

Signature :  
 Printed Name :  
 Designation :  
 Date :

Requested by:  Eddieson Fortuna  
 Admin. Assistant V

Approved by: Engr. Argee Sta. Barbara  
 OIC Chief Admin. Officer

Issued by: Chozas, Michael Dennis D.  
 Administrative Officer IV

Received by: Eddieson Fortuna  
 Admin. Assistant V



DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

10-29-18-106

Date 10/29/2018 Vehicle / Plate No. Toyota Innova ABE 1020  
Requisitioning Office/Dept. AS-GSD

Nature and Scope of Last Repair , if any :

Last time to replace clutch component. Aug. 18, 2015

Complaints/Defects :

Sliding Clutch

Parts /components to be Repaired / Replaced:

Clutch discs, Release bearing, Pilot bearing, Pressure plate, Crankshaft oil seal.

FINDINGS / OBSERVATIONS:

For maintenance

ROBERT B. MARASIGAN  
Property Inspector

Date : October 29, 2018



**DEPARTMENT OF BUDGET AND MANAGEMENT**

**Vehicle Record**

Vehicle Price: P 1,001,027.79  
 Unit Description: TOYOTA INNOVA 2.5 E DLS / 2014  
 Date Acquired: January 23,2014  
 End-User: GSD

Red Plate: SHR 900  
 Security Plate: ABE 1020  
 Engine No. 2KDU457657  
 Chassis No. KUN405103838

Date	Work / Repair Done	Amount	Total
<b>2014</b>			
27-Jan	Installation of Rain Gutter	2,000.00	
27-Jan	Installation of Alarm	5,900.00	
07-May	1,000 km check-up	5,079.98	
03-Jun	5,000 km check up	5,080.01	
17-Oct	10,000 complete engine service	4,768.00	
<b>2015</b>			22,827.99
21-Mar	20,000 km checkup	12,064.00	
18-Aug	interior detailing	2,750.00	
18-Aug	replacement of clutch component	16,230.00	
28-Sep	aircon cleaning	5,500.00	
14-Dec	change oil	3,933.00	
<b>2016</b>			
30-Mar-16	replacement of 2smf battery	6,172.00	
29-Jun-16	complete engine service	5,268.00	
11-Jul	replacement of 4 tires w/ camber and wheel alignment	20,600.00	
05-Oct-16	emergency replacement of brake pad	2,066.00	
15-Dec	change oil	4,282.00	
<b>2017</b>			
23-Aug	45,000 km check-up aircon cleaning and replacement of abs brake sensor	33,762.50	
19-Dec	complete engine service	4,284.00	
<b>2018</b>			
22-Feb	replacement of 2smf battery	6,980.00	
23-Jul	change oil	4,369.00	





REPUBLIC OF THE PHILIPPINES  
 Department of Budget and Management  
 General Solano Street, San Miguel, Manila

**REQUISITION AND ISSUE SLIP**

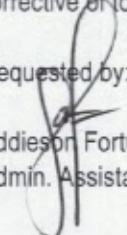
Entity Name : Department of Budget and Management  
 Division/Unit : AS  
 Office : AS  
 Requisition

Fund Cluster :  
 Responsibility Center Code :  
 RIS No. : AS

Stock No.	Unit	Description	QTY	Stock Available?		Issue	Remarks
				Yes	No		
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	pc	pressure plate	1		-		
	pc	clutch discs	1		-		
	pc	release bearing	1		-		
	pc	pilot bearing	1		-		
	pc	crankshaft seal	1		-		
					-		
					-		
					-		
					-		
					-		

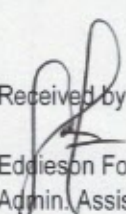
Purpose: For the corrective of toyota Innova w/ plate no. ABE 1015 assigned to GSD

Signature :  
 Printed Name :  
 Designation :  
 Date :

Requested by:  Eddieson Fortuna  
 Admin. Assistant V

Approved by: Engr. Argee Sta. Barbara  
 OIC Chief Admin. Officer

Issued by: Chozas, Michael Dennis D.  
 Administrative Officer IV

Received by:  Eddieson Fortuna  
 Admin. Assistant V





DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

10-29-18-105

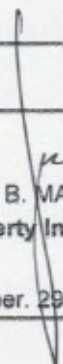
Date 10/29/2018 Vehicle / Plate No. Toyota Innova ABE 1015  
Requisitioning Office/Dept. AS-GSD

Nature and Scope of Last Repair , if any :  
First time to replace clutch component.

Complaints/Defects :  
Sliding Clutch

Parts /components to be Repaired / Replaced:  
Clutch discs, Release bearing, Pilot bearing, Pressure plate, Crankshaft oil seal.

FINDINGS / OBSERVATIONS:  
For maintenance

  
ROBERT B. MARASIGAN  
Property Inspector

Date : October. 29, 2018



**DEPARTMENT OF BUDGET AND MANAGEMENT**

**Vehicle Record**

Vehicle Price: P 1,001,027,79  
 Unit Description: TOYOTA INNOVA 2.5 E DLS / 2014  
 Date Aquired: January 23,2014  
 End-User: GSD

Red Plate: SHR 895  
 Security Plate: ABE 1015  
 Engine No. 2KDS279691  
 Chassis No. KUN405102900

Date	Work / Repair Done	Amount	Total
<b>2014</b>			
27-Jan	Installation of Rain Gutter	2,000.00	
27-Jan	Installation of Alarm	5,900.00	
07-May	1,000 km check-up	5,079.98	
05-Jun	5,000 km check-up	5,080.01	
16-Oct	10,000 complete engine service	6,675.00	
	Repair thru insurance		
<b>2015</b>			
26-Mar	20,000 km check up	12,495.00	
10-Jun	complete engine service	5,318.00	
28-Sep	aircon cleaning	5,500.00	
13-Nov	30,000 km check-up	9,008.90	
<b>2016</b>			
04-Feb	replacement of 2smf	6,172.00	
11-Jul	replacement of 4 tires w/ camber and wheel alignment	20,600.00	
11-May	complete engine service	3,933.00	
04-Aug	complete engine service	6,268.00	
<b>2017</b>			
17-May	55000 km check-up amd wiper	25,065.17	
06-Nov	aircon cleaning	6,160.00	
<b>2018</b>			
23-Feb	complete engine service	5,719.00	
18-Jun	Battery 2smf	6,900.00	
20-Jun	alternator pulley	4,450.00	



**ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)**

Name of Payee: Toyota Otis Inc.  
 Title of Project: Replacement of Defective Clutch Component for Toyota Innova ABE 1015 | ABE 1020  
 Contract Cost: 14,503.50 29,007

**CHECKLIST OF DOCUMENTS**

**REMARKS**

Checklist of documents forwarded to Finance Service for:

**A. FUNDING (OBLIGATION AND CAF)**

- 1.  Purchase Request/ APP
- 2.  Pre-Inspection Report
- 3.  Obligation Request and Status
- 4.  Eligibility Documents of Suppliers
- 5.  Purchase Order/Contract
- 6.  Request for Price Quotation
- 7.  Abstract of Quotation
- 8.  Notice of Award
- 9.  Notice to Proceed
- 10.  Distribution List
- 11.  Other Documents, if any.

~~18-736, 737~~  
  
~~18-221~~  
  
~~13TMS PO~~

11/24

Received checked items:

1 - necessary  
 Print Name & Signature

11/28  
 Date and Time

**B. PROCESSING OF PAYMENT (DV)**

- 1.  Obligation Request and Status
- 3.  Pre-Inspection Report
- 4.  Inspection and Acceptance Report
- 5.  Delivery Receipt
- 6.  Sales Invoice/Statement of Account
- 7.  Warranty/Guaranty Certificate
- 8.  Purchase Request / APP
- 9.  Purchase Order/Contract
- 10.  Request for Price Quotation
- 11.  Abstract of Quotation
- 12.  Notice of Award
- 13.  Notice to Proceed
- 14.  Distribution List
- 15.  Certificate of Acceptance from End-user
- 16.  FSMI (Report of Supplies and Materials Issued)
- 17.  RIS (Requisition and Issue Slip)
- 18.  ICS (Inventory Custodian Slip)
- 19.  PAR (Property Acknowledgement Receipt)
- 20.  WMR (Waste Material Report)
- 21.  Other Documents, if any.

Received checked items:

Print Name & Signature

Date and Time

**C. ADDITIONAL DOCUMENTS, if any**

Received checked items:

Print Name & Signature

Date and Time