

#### Republic of the Philippines

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

		PURCHASE OR	DER NO. 2	2018-221				
Supplier	:	Toyota Otis Inc.	Date:		nber 27, 2018			
		1770 0 14 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mode of Procurement: Small Value Procurement					
Address		1770 P. M. Guazon Street, Barangay 831, Paco, Manila	-					
TIN:		raco, Ividilla	-					
_	lemen:							
Deine Ou		Please deliver the article(s) product(s)/supplie			priced in accordan	ce with your		
		subject to the Terms and Conditions enumeral DBM Building III			working days			
The state of the s		thin 20 working days upon receipt of Purchase Order			npletion of delivery a	and acceptance		
Stock No.	Unit	Item and Description /Specification	on	Quantity	Unit Cost	AMOUNT		
	lot	Replacement of Defective Clutch Component Innova ABE 1015 and ABE 1020	for Toyota	2	₱ 14,503.50	₱ 29,007.00		
The state of the s		n Words) ousand Seven Pesos				P 29,007.00		
		e to make the full delivery within the time specified a	bove, a penalty	y of one-tenth	(1/10) of	23,001.00		
		for every day of delay shall be imposed.			Very truly yours,  THEA MARIE  DirectorIV, A.  Autho	ORINNE F. PALARCA dministrative Service MAD orized Official enting End User)		
Funds Av		ESPERANZAD, IGNACIO Chief Accountant	OS No : Amount : Date :	<u>0210110</u>	120 8 . 11-280 29 007 · 11 - 2 18	3		
/ / Or	iginal copy	r for the Supplier's Conforme tral Supply and Property Section for file						

/ / COA Auditor

#### TERMS AND CONDITIONS (PURCHASE ORDER)

- ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30)
  CALENDAR DAYS FROM DATE OF QUOTATION.
- 2. AWARDEE 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 AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE 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.
- 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.

- Subject to the provisions of the preceding paragraph, where AWARDEE 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 AWARDEE 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 AWARDEE, 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 AWARDEE. Refusal by the DEFAULTING AWARDEE 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.
- 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.
- 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.
- The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

	Accepted By	(1)	
REPUBLIC OF THE PHILIPPINES)		LINGARI FOLLOSO	
CITY OF MANILA ) S.S.		Annable	
BEFORE ME, a Notary Public for and , 2018, personally appeared _		known to me to be the	same person who accepted
the foregoing Terms and Conditions of a Purchase Order and deed and of the entity that he represents.	and who acknowle	edged to me that the same is	s his free and voluntary act
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 :			
DOOK INO			



# 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 MANY CORINNE F. PALARCA
Director W. Administrative Service MAD

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

Conforme / Date



# OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No.: 02/01/01/2018-11-00 2803

Date:

NOV. 28, 2018 Fund Cluster: 01

2803

. ajoo .	10	TOTA OTTO INC.					
Office :							
Address:	177	0 P.M Guazon Stree	t, Barangay 83	1, Paco, Man	ila		
Responsibilit Center		Partic			MFO/PAP	UACS Object Code	Amount
AS		nent for the Replaceme 1015 and ABE 1020 as		SD.	ent for Toyota Inr	5021306001	29,007.00
necessa	: Charge	8-221 s to appropriation /all and under my direct sents valid, proper and	supervision; and	for th		available and oblig	
Signature Printed Name Position	:	A MARIE CORINNE F.  Director IV, AS	PALARCA MAD	Signature Printed N Position	lame :	EDEN D. PANGIL  d, Budget Division/Ur  Representativ	nit/Authorized
Date :		Nov 27, 2018		Date	:	11-28-	13
C.			STATUS	OF OBLIGAT	ION		
	Referen	nce			Amount		
Date Pa	rticulars	ORS/JEV/Check/ ADA/TRA No.	Obligation	Payable	Payment	Not Yet Due	Due and Demandable
		TIDI CITO CONTROL	(a)	(b)	(c)	(d)	(e)



#### **OBLIGATION REQUEST AND STATUS**

Department of Budget and Management

Serial No. :	
Date :	
Fund Cluster:	

1	036						
Payee :		TOYOTA OTIS INC.					
Office :							
Address	:	1770 P.M Guazon Stree	et, Barangay 83	1, Paco, Mani	la		
	onsibility enter		culars		MFO/PAP	UACS Object Code	Amount
	FA	Payment for the Replaceme ABE 1015 and ABE 1020 as	ent of Defective C ssigned to AS-G	Clutch Compone	ent for Toyota Inno	ova	29,007.0
A. C	ecessary, law upporting doc	arges to appropriation /al ful and under my direct s uments valid, proper and	supervision; and d legal	for th	ne purpose/adjus ated above	available and oblig tment necessary	
Printed	Name: 1	THEA MARIE CORINNE F.	PALARCA	Printed N	lame :	EDEN D. PANGIL	INAN
Position Date		Director IV, AS Nov 27, 2018	MAD	Position	: Head,	Budget Division/Ur Representativ	nit/Authorized
C.			STATUS	OF OBLIGATI	ION		
	Refe	erence			Amount		
Date	Particular	s ORS/JEV/Check/	Obligation	Payable	Payment	Section of the sectio	Due and
Date	Particular	ADA/TRA No.				Not Yet Due	Demandable
			(a)	(b)	(c)	(d)	(e)



#### Republic of the Philippines

Department of Budget and Management (DBM)

#### Office of the Secretary, Central Office

#### PURCHASE ORDER

Cumplia						
Supplier:		Toyota Otis, Inc.	PO No.:	01-06001-	01-06001-PO-2018-11-0003	
Address	s:	N/A, 0		PO Date:	November	27, 2018
TIN:		3498557000		Bank Nan	ne:	
Tel.No.:		0		Bank/Bra	nch:	
Fax No.	:			Bank A/C	No.:	
Mode of	f Procurement	: Small Value Procurement		Account T	ype:	
Month:		November		PR No.:	01-06001-	PR-2018-11-00028
Fund C	luster:	01 - Regular Agency Fund				
Funding	g Source:	01101101 - Specific Budgets of N	National Governm	nent Agencies		
Delivery		h this Office the following articles	subject to the ter	rms and conditi	ons contained he	rein:
	y Terms: 10 wo			ms and conditi	ons contained he	rein:
	y Terms: 10 wo	rking days upon receipt of the PO	voice	Quantity	Unit Cost	Amount 14,503.50
Paymen No	y Terms: 10 wo at Terms: 30 da Unit	ys upon receipt / acceptance of Inv  Description  Replacement of defective parts	voice	Quantity	Unit Cost	Amount
Paymen No 1 2	y Terms: 10 wo at Terms: 30 da Unit Lot	rking days upon receipt of the PO ys upon receipt / acceptance of Inv  Description  Replacement of defective parts component  Replacement of defective parts component	from clutch	Quantity 1.00 1.00	Unit Cost 14,503.50	Amount 14,503.50

Date & Time Printed: 11/27/2018, 15:56:52 PM, User Name: Marco David Environment: null

Date

Page: 1 of 2

Designation

Delivery Schedule										
Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity						
Replacement of defective parts from clutch component	11/01/2018	11/30/2018	Maria de la constanta de la co	1.00						
Replacement of defective parts from clutch component	11/01/2018	11/30/2018		1.00						
	Description  Replacement of defective parts from clutch component	Description Delivery Date From  Replacement of defective parts from clutch component 11/01/2018	Description  Delivery Date From Delivery Date To  Replacement of defective parts from clutch component 11/01/2018 11/30/2018	Delivery Date From   Delivery Date To   Place of Delivery						

Date & Time Printed: 11/27/2018, 15:56:52 PM, User Name: Marco David Environment: null

Page: 2 of 2

# 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

		Total				ngtamo.com	spasongtamo.com.ph		.com.ph	hph h							mission	
Various Suppliers		it	P 14,503.50 P 29,007.00 Replacement of Defective P 24,671.00 P 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 Pasong Tamo Inc jm.macapagal@toyotapasongtamo.com	Toyota Pasong Tamo Inc lisette.balesteros_1@toyotapasongtamo.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@toyotaga.com.ph	Toyota Commonwealth Inc mrs@tcmi.ph		Invited through email but no submission	
		Unit	Toyota Global City	Toyota Makati Inc.	Toyota Makati Inc.	Toyota Pasong Tan	Toyota Pasong Tan	Toyota Pasig - tpg.s	Toyota Abad Santo	Toyota Abad Santo	Toyota Cubao Inc.	Toyota Cubao Inc.	Toyota Cubao Inc.	Toyota Quezon Ave	Toyota Commonwe			The residence of the last of t
anila Bay ation	171	Total	P 49,342.00													\$ 49,342.00		_
Toyota Manila Bay Corporation	581-6171	Unit	P 24,671.00														2	
Offered Specifications			Replacement of Defective	Clutch Component for	Toyota Innova ABE 1015	and ABE 1020												
Inc.	local 114	Total	29,007.00													P 29,007.00		
Toyota Otis Inc.	564-1811 to 20 local 114	Unit	P 14,503.50 P													0	1	
Item/Description		Particulars	lots Replacement of Defective	Clutch Component for	Toyota Innova ABE 1015	and ABE 1020										e.		
		Qty Unit	lots		1										-	Total Price	Ranking	

Reviewed by:

Jana CE D. LABAD

MARCO A. DAVID
Administrative Officer II

Prepared by:

JOYCE D. LABAO OIC-Chief Administrative Officer, PMD

THEA MARK CORINNE F. PALARCA Director W, Administrative Service MD

Approved by:



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

11/23/2018	
Date	

Company	Toyota Otis Inc	с.	REQUEST FOR P	RICE QUO	TATION	ı		
Tel. No. Fax No.	564-1811 to 564-0436   3							
Please quo Quantity		est price on th	ne item/s listed below. Item/s			Unit Price	Т	otal Price
2	lots		ent of Defective Clutch Co Innova ABE 1015 and AB		P	14,503.50	P	29,007.00
						Total:	Þ	29,007.00

Very truly yours, OIC-Chief Administrative Officer, PMD

Quoted by:

Michael Falceso

Printed name & Signature Service Advisor Position/Title

Remarks:

Quotation obtained through email. Please see attached.

Canvassed by: MARÇO A. DAVID Printed name & Signature Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979 email: mdavid@dbm.gov.ph

D	7	0	V	0	TA
1	1	U	Y	U	IA

Repeat Repair Appointment Walk-In Waiting

Non Waiting

ABE1015

in h.

Michael Falceso

TOYOTA OTIS, INC.

1770 P.M. Guazon St. Barangay 831. Pacq. NCR.
City of Mannia, First District, 1007

Tel.(02) 564-1811 to 20

Fax.(02) 564-0436(02) 338-5933

Website: www.toyotacts.com.ph.
VAT Reg. Titis 003-498-557-00000

Business Style: Sale of Passenger Motor Vehicles

# SERVICE QUOTATION

#### B1DA001707

Page 1 of 1	Business Style:		1,000			
Customer No 1000989792 Date Received 11/23/2018 Time Received 03:26:36PM Purchase Order No Payment Method Cash	Customer Name & Address DEPARTMENT O AND MANAGEMI 757 SOLANO ST.  Email Address	DEPARTMENT OF BUDGET AND MANAGEMENT 767 SOLANO ST. Email Address		Appointment Cust Appt Time (Rec Time) Date:	YearMakeModel 2012/Innova 2.5E Chassis No A/IN/Sens KUN40 Colour DARK BROWN MICA Kilometers KM	CS No TZ4483 Selling Dealer TMI
Credit Card	Assignee's Name			Appointment Reconfirmation  Date Made: / /	Warr Exp KM 100.000	Delivery Date 12/13/2013
☐ Cheque ☐ Charge Accou				Time Made:anvipm	Engine No. 2KDS279691	Wan Exp Date
JOB INSTRUCTIO						
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION		QTY	UNIT PRICE	TOTA
1	1SP5512	SMILE - CLUTCH CRANKSHAFT	PARTS AND REAR	2 300	500.00	1,150.00
1 5	SK14S-MILE5-12	SK. SMILE512 IN	NOVA	1	11,560 49	11,560.49
1 1	FOT-SMILE2	SMILE PROMO 2		† Total Labor	239 06	239.06 1.150.00
				Total Part Total Subtet Total Oliktubr Total MISCAM Subtotal Less Discours VAT GRAND TOT	aterial t	11.560.45 239.06 0.00 12,949.55 0.00 1,553.95 14,503.50

conforme

w MARCO A. DAVID
Procurement Management Division

1/26



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

11/23/2018

Date

Company Toyota	Manila Bay Co	REQUEST FOR PRICE QUO	DTATION	
Tel. No.	581-6171			
Fax No.	581-6123			
Please quo	te us vour low	est 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:	<del>↑</del> 49,342.00
			Very truly yo JOYCE D. LAE OIC-Chief Adm	b
Quoted by:			Canvassed by	: w/_
SI	herman Caruar			RCO A. DAVID
	ed name & Sign		Printed	name & Signature
	Service Advisor			istrative Officer II
	Position/Title			osition/Title 3300 Loc. 3115 Fax: 735-4979
Remarks:				ndavid@dbm.gov.ph
Quotation o	btained throu	gh	email. II	and anniegos but
saturation.	Please see atta	ached		

#### TOYOTA MANILA BAY CORP.

ROXAS BLVD. COR. EDSA EXTN.BLVD. 2000, PASAY CITY

TEL. # 5816171	FAX # 58	116123	
JOB E	STIMATE SHEET		
Customer Details Registered Owner: DEPT. OF BUDGET Contact Number: Address: Contact Person: Contact Number: Date Estimated:	Vehicle Model: Plate Number: Delivery Date: Model & Color Code: Frame Number: Engine Number:	Vehicle Deta INNOVA ABE1015	nils
	DB DESCRIPTION		
	Materials Price	Parts Price	Labor Price
PARTS NEED TO BE REPLACE: CLUTCH DISC CLUTCH COVER RELEASE BEARING REAR CRANKSHAFT OIL SEAL PILOT BEARING SHIFTING LEVER SEAT GEAR OIL RESURFACE FLYWHHEL E/G DETAILING MISC. GLOSSY WASH	4480 784 184 1428	PHP 5,652.00 PHP 3,873.00 PHP 4,290.00 PHP 2,599.00 Php216.00 Php561.00 Php1,000.00	Php2,000.00
RUSTPROOF	3300		
	OST OF REPAIRS		
REMINDER  This estimate is not valid in court.  All old materials & replaced parts not claimed in 7 days after complition of work will be disposed off by	Total Labor Total Parts Total Materials		Php2,000.00 Php18,191.00 Php10,176.00
managemnet	Total Cost of Repo	air	Php30,367.00
All hidden damaged portion and parts additional are not included in this estimate  Price Quote herin are subject to change without prior notice	All prices	are inclusive of	12% vat

SHERMAN "BOB" CARUANA

Customer Approval



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

11/23/2018 Date

Company Var	ious Supplie	REQUEST FOR PRICE QUOT	TATION	
Tel. No.				
Quantity	Unit	est price on the item/s listed below.  Item/s	Unit Price	Total Price
Zastaty		icentys	Onerice	Total Pilce
2	lots	Replacement of Defective Clutch Component for Toyota Innova ABE 1015 and ABE 1020	P .	P
			Total:	Ρ
			Very truly y 10 vct b. Le OIC Chief Ad	70
Quoted by:			Canvassed	ov: /-
Vari	ous Supplie		N	IARCO A. DAVID
	name & Sign	nature	Adm Telephone: 657	d hame & Signature instative Officer II Position/Title -3300 Loc. 3115 Fax: 735-4979 mdavid@dbm.gov.ph
invited supplie	ers through	email	email.	mauriae dom.gov.pm
but no submis				



#### 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 <gblegado@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

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

#### Administrative Service – Procurement Management Division TRANSMITTAL AND ACTION SLIP

"Please do not detach from the request form"

Date & Time Received	FROM	то	Date & Time Forwarded	REMARKS
23 Nov	Jona	mare	23 Not	22 090
				Email Blast to supplies DONE!

No. of Day/s Completed:

Brms

PR 2018-11-00027

		PURCH	ASE REQUEST					
		Department of B	Budget and Manager	ment				
			Agency					
Danastmant.			PR No.: 18- 3	36 aus Date:	October 29, 2018			
Department:		nistrative Service	PR No.: 18	Date:	Octobe	29, 2010		
Section:	Gene	ral Service Division	SAI No.:	Date:	Date:			
Stock No.	Unit	Item Descrip	tion	Quantity	Unit Cost	Total Cost		
	lot	Replacement of defective parts from	om clutch	1				
		component						
		********	****					
				7 3 5 5 6 1				
			The law of the					
			INCOME STATE		The second			
Purpose:	For th	ne corrective of Toyota Innova w/	plate no. ABE 1020	assigned to GS	D			
	W.	Requested by:		App	proved by:			
Signature:		(M)		.41	216			
Printed Name	2:	ENGR. ARGEE STA BARB	ARA	THEA MARIE	ORINNE F. F	PALARCA		
Designation		OIC Chief Administrative Of	ficer	OIC	Director, AS			

Prepared by:

EDDIESON A. FORTUNA Administrative Assistant V REPUBLIC OF THE PHILIPPINES Department of Budget and Management General Solano Street, San Miguel, Manila

#### REQUISITION AND ISSUE SLIP

Fund Cluster: Department of Budget and Management Entity Name:

Responsibility Center Code: Division/Unit:

RIS No.: AS Office: AS Requisition Stock Available? Issue

QTY Remarks QTY Yes No Stock No. Unit Description Quantity Remarks Description Quantity Yes No Stock No. Unit pressure plate pc

рс	clutch dics	1		
рс	release bearing	1	-	
рс	pilot bearing	1		
рс	crankshaft seal	1	-	
			-	
			-	
			-	
			-	

Purpose:

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

Received by: Issued by: Requested by: Approved by:

Signature: Chozas, Michael Dennis D. Eddieson Fortuna Engr. Argee Sta. Barbara Eddieson Fortuna Printed Name: Admin. Assistant V OIC Chief Admin. Officer Administrative Officer IV Designation: Assistant V

Date:



# PRE-INSPECTION REPORT

10-29-18-106

te 10	/29/2018		Vehicle / Plate No.	Toyota Innova ABE 1020
quisitionin	g Office/Dept.	AS-GSD		
ture and S	cope of Last Repair, if a	nv:		
	st time to replace clutch		nt. Aug. 18, 2015	
_				
mplaints/D	Defects : Iding Clucth			
311	ung olden			
_				
eta laama	onents to be Repaired / I	Penlaced:		
			earing, Pressure plate, Cra	ankshaft oil seal.
_				
NDINGS / C	BSERVATIONS:			
	DBSERVATIONS: or maintenance			
				<u></u>
				MARASIGAN
				B. MARASIGAN erty Inspector
				erty Inspector
			Prop	erty Inspector
			Prop	erty Inspector
			Prop	erty Inspector

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TO SO THE PARTY OF	DEPARTMI	ENT OF BUDGET AND M RATIVE SERVICE OL JOB REQUEST FORM		194 09.26,2018
MOTOR VEHIC	CLE ASSIGNED TO	GE	50	
Airc	equest:  mplte Service [ con Cleaning [ ange Battery [	Change Tire Aircon Repair Engine Repair	Others (specify)	SLIDING
Requested by:	longlings	Approved by	•	
	rative Officer / Dr	iver	Bureau/Service/	Office Head
		To be filled by Motorp	ool Unit:	
Part(s) Recom	mended to be rep	laced, if any:		
Quantity		Parts Name /	/ Description	
	PILOT BE			
		BEARING.		
	CRANKSH	HATT SEAL		
	PREJUBI	THE PLATE		
	CUITCH	Bics		
			TO SAME STATE OF THE SAME	
	KTARALKZ	EVALUATED BY:	A	ARGEE M. STA. BARBARA
		Administrative Assist		ef Administrative Officer, GSD
The second secon	The second secon			THE RESERVE TO SERVE THE PARTY OF THE PARTY

#### 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 900

Security Plate: ABE 1020

Engine No. 2KDU457657 Chassis No. KUN405103838

Date	Work / Repair Done	Amount	Total
2014			
27-Jan	Installation of Rain Gutter	2,000.00	
27-Jan	Installation of Alarm	5,900.00	And the second
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	
2015			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	
2016		THE RESERVE TO	
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	
2017			THE RESERVE
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	
2018			
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

#### Administrative Service – Procurement Management Division TRANSMITTAL AND ACTION SLIP

"Please do not detach from the request form"

PR No. 18-737 Repair of clutch of ABE 1015

Subject:

Date & Time Received	FROM	то	Date & Time Forwarded	REMARKS
23 Nov	Jone	Marco	23 Nov	22 Dec
			11/23	Email Blost made to supplies DONE
	7			
	7.77			

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BTMS

PL 2018-11-00028

		PURC	HASE REQUES	Т		
		Department of	Budget and Mana	agement		
			Agency			
Department:	Administrative Service		PR No.: 18		October 29, 2018	
Section:	Gene	ral Service Division	SAI No.:	Date:		
Stock No.	Unit	Item Descr	ption	Quantity	Unit Cost	Total Cost
	lot	Replacement of defective parts f	rom clutch	1		
		component				
The second second		*******	*****	<b>未</b> 完全		
Purpose:	For th	ne corrective of Toyota Innova w	/ plate no. ABE 10	assigned to GS	SD	
		Requested by:		Ар	proved by:	Kosmi Kiel
Signature:		1		ep	ale	
Printed Name	2:	ENGR. ARGEE STA BAR	BARA	THEA MARIE	CORINNE F. I	PALARCA
Designation		OIC Chief Administrative (	Officer	OIC	Director, AS	

Prepared by

EDDIESON A. FORTUNA Administrative Assistant V 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 Fund Cluster:

Division/Unit: AS Responsibility Center Code:

Office: AS Requisition Stock Available? Issue

Stock No. Unit Description QTY Yes No QTY Remarks
Stock No. Unit Description Quantity Yes No Quantity Remarks

Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	рс	pressure plate	1		-		
	рс	clutch dics	1		-		
	рс	release bearing	1				
	рс	pilot bearing	1		-		
	рс	crankshaft seal	1		-		
					-		
					-		
					-		
					-		
					-		

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

Requested by: Approved by: Issued by:

Signature :

Printed Name : Eddieson Fortuna Engr. Argee Sta. Barbara Chozas, Michael Dennis D. Eddieson Designation : Admin. Assistant V OIC Chief Admin. Officer Administrative Officer IV Admin. A

Designation : Admin. Assistant V OIC Chief Admin. Officer Administrative Officer IV Admin. Assistant V Date :

Receive



# PRE-INSPECTION REPORT

10-29-18-105

ate 10/29/2018	Vehicle / Flate No.	Toyota Innova ABE 1015
equisitioning Office/Dept. AS-	GSD	
ature and Scope of Last Repair , if any :		
First time to replace clutch com	ponent.	
omplaints/Defects:		
Sliding Clucth		
arts /components to be Repaired / Repla		
Clutch dics, Release bearing, Pi	ilot bearing, Pressure plate, Crar	nkshaft oil seal.
NDINGS / OBSERVATIONS:		
NDINGS / OBSERVATIONS: For maintenance		
		1
	PORERT	MARASIGAN
		B. MARASIGAN
		V
	Proper	B. MARASIGAN
	Date : October	B. MARASIGAN rty Inspector
For maintenance	Date : October	B. MARASIGAN rty Inspector er. 29, 2018
For maintenance	Date : October	B. MARASIGAN rty Inspector er. 29, 2018
For maintenance	Date : October	B. MARASIGAN rty Inspector er. 29, 2018

THE THE PARTY OF T	ADMINIST	TRATIVE SERVICE DOL JOB REQUEST FORM		193 OCT-20,2018	
MOTOR VI	EHICLE ASSIGNED TO		)		
	F REQUEST: Complte Service Aircon Cleaning Change Battery	Change Tire Aircon Repair Engine Repair	Others (specify)	SLIDIN6	
	IND UNDERLIS	Approved by:			
Adm	inistrative Officer / Di	To be filled by Motorpo	Bureau/Service,	/Office Head	
Part(s) Rec	ommended to be rep	placed, if any:	# 105000	mon # 105	
Quantity	CMTCH DIC PELENSE BE PILOT BEA PRESSURE CHANKSHAP	ARING PLATE	18	3/0198	7
		EDDIESON A. FORTU	OIC.Chi	R. ARGEE M. STA. BARBARA ef Administrative Officer, GSD	

#### 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.
Engine No. 2KDS279691
KUN405102900 Security Plate: ABE 1015

Date Work / Repair Done		Amount	Total		
2014					
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 servcice	6,675.00			
	Repair thru insurance				
2015					
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			
2016					
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	× 1 = 0		
2017					
17-May	55000 km check-up amd wiper	25,065.17			
06-Nov	aircon cleaning	6,160.00			
2018					
23-Feb	complete engine service	5,719.00			
18-Jun	Battery 2smf	6,900.00			
20-Jun	alternator pulley	4,450.00			



# REPUBLIC OF THE PHILIPPINES DEPARTMENT OF BUDGET AND MANAGEMENT Polyola Ofice Inc. Administrative Service (AS) and Finance Service (FS) Toyola Ofice Inc.

"Please do not detach from the request form"

Subject: REPLACEMENT OF DEFECTIVE CLUTCH COMPONENT FOR TOYOTA INNOVA ADE 1015 / ABE 1020 End User: AS-GEP

Date & Time Received	FROM	то	Date & Time Forwarded	REMARKS
11/23	ms. 304CE	MARLO	11/23	23 Pēc.
	PMO	DIR. THEA	11/27	FOR TIGNATURE
WM	tw	weard	ups	
1.			12/7	PO, NOA, NTP FUR STENATURE,
				SCHEDULING OF MV FROM EUR

No. of Day/s Completed:	
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# ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

	03.50 29,007 OF DOCUMENTS		REMARKS
	forwarded to Finance Ser	vice for:	
A. FUNDING (OBLIGA	TION AND CAF)		
1. Purchase Requ	est/ APP	18-736,=	737 )
2. Pre-Inspection	Report		
3 Obligation Requ	uest and Status		
U Indiana /	nents of Suppliers		
5. Purchase Order		18-221	the
6. Request for Price			17
Abstract of Quo			1/
8. Notice of Award			<u> </u>
9 Notice to Proce	ed		
10. × Distribution List			
11. Other Documer	its, if any.	Bring po	J
	1		
Received checked items	d	1	1/18/
	ucany		
Print Nam	e & Signature		Date and Time
B. PROCESSING OF P			
1. Obligation Requ	uest and Status		
3. Pre-Inspection	Report		
4. Inspection and	Acceptance Report		
5. Delivery Receir	ot		
6. Sales Invoice/S	tatement of Account		
7. Warranty/Guar	anty Certificate	-	
8. Purchase Requ			
9. Purchase Orde		_	
10. Request for Pri			
11. Abstract of Quo			
12. Notice of Award			
13. Notice to Proce			
14. Distribution List			
15. Certificate of A	cceptance from End-user	2	
Property of the Park of the Pa	Supplies and Materials Issued)		
17. RIS (Requisition			
18. ICS (Inventory C			*
	cknowledgement Receipt)		
20. WMR (Waste M		-	
21. Other Documen	nts, if any.		
Received checked items	<b>:</b>		
Print Nan	ne & Signature		Date and Time
C. ADDITIONAL DOCE	JMENTS, if any		
***************************************			