



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Trunkline: 657-3300 | TeleFax No. 7354979

**PURCHASE ORDER NO. 2019-003**

Supplier: Toyota Otis Inc.	Date: January 21, 2019
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 15 working days upon receipt of Purchase Order
Date of Delivery: Within 15 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	25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119	1	₱ 23,885.43	₱ 23,885.43

(Total Amount in Words)  
 Twenty Three Thousand Eight Hundred Eighty Five Pesos and Forty Three Centavos ₱ 23,885.43

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: MICHAEL V. PALABSO  
 Signature over Printed Name of Supplier  
 Date: Feb 16 2019

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

Funds Availability Certified by: <u>ESPERANZA Q. IGNACIO</u> Chief Accountant	OS No : <u>021011012019-01-11</u> Amount : <u>₱ 23,885.43</u> Date : <u>1/22/19</u>
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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. 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.
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.

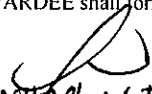
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if 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.
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 AWARDEE shall form part of this Purchase Order.

Accepted By:

  
\_\_\_\_\_  
MICHAEL V. FAJARDO  
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 \_\_\_\_\_, 2019, 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 \_\_\_\_\_, 2019

Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2019.



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

**NOTICE TO PROCEED**

January 21, 2019

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

Dear **Mr. Falceso**:


Per attached Purchase Order No. 2019-003, we hereby notify you that your Office may proceed with the delivery of the project *"25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119"*, 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 IV, Administrative Service

  
MICHAEL FALCESO  
\_\_\_\_\_  
Conforme / Date



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

**NOTICE OF AWARD**

January 21, 2019

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

Dear Mr. Falceso:

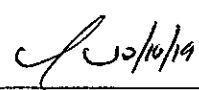
We are pleased to inform you that the project *"25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119"*, is hereby awarded to your company in the amount of Twenty Three Thousand Eight Hundred Eighty Five Pesos and Forty Three Centavos (P 23,885.43).

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. : 02-101101-2019-01-000055

Date : 01/22/19

Fund Cluster: 01

0055

Payee : TOYOTA OTIS INC.

Office :

Address: 1770 P.M. Guazon Street, Barangay 831, Paco, Manila

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
OSEC	Payment for the service for 25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119 assigned under the Office of the Secretary (OSEC).	100000100001000	5021306001	23,885.43

Purchase Order no. 2019-003 23,885.43

**A. Certified :** Charges to appropriation /allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature : *[Signature]*

Printed Name : THEA MARIE CORINNE F. PALARCA

Position : Director IV, AS *MA*

Date : Jan 21, 2019

**B. Certified :** Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature : *[Signature]*

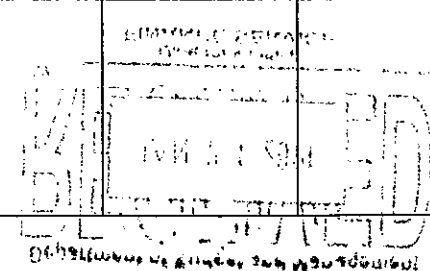
Printed Name : EDEN D. PANGILINAN

Position : Head, Budget Division/Unit/Authorized Representative

Date : 1-22-19

**C. STATUS OF OBLIGATION**

Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due (d)	Due and Demandable (e)



**ABSTRACT OF QUOTATIONS**

Project Title: 25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119  
 ABC: 28,200  
 Date: January 21, 2019

Qty	Item/Description		Toyota Otis Inc. 564-1811 to 20		Offered Specifications		Toyota Manila Bay Corporation 581-6168		Various Suppliers		
	Unit	Particulars	Unit	Total	Unit	Total	Unit	Total	Unit	Total	
1	lot	25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119	23,885.43	23,885.43	25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119	32,471.77	32,471.77	32,471.77	32,471.77	Toyota Pasong Tamo Inc. - lisette.ballesteros_1@toyotapasongtamo.com Toyota Global City Inc. - service@toyotaglobalcity.com Toyota Commonwealth Inc. - mrs@tcmi.ph Toyota Pasig - tpg.servicedepartment@gmail.com Toyota Quezon Avenue - service@toyotaqa.com.ph Toyota Makati Inc. - nmambo@toyotamakati.com.ph Toyota Makati Inc. - gbllegado@toyotamakati.com.ph Toyota Abad Santos - svc.reminder@toyotaabadsantos.com.ph Toyota Abad Santos - a.datuin@toyotaabadsantos.com.ph Toyota Cubao Inc. - v.salcedo@toyotacubao.com.ph Toyota Cubao Inc. - t.dayrit@toyotacubao.com.ph	
<b>Total Price</b>			23,885.43	23,885.43			32,471.77	32,471.77			
<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 B. LABAO**  
 Ofc-Chief Administrative Officer, PMD

Approved by:

  
**THEA MARIE CORINNE F. PALARCA**  
 Director IV, Administrative Service M&D

Invited suppliers through email but no submission



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

01/18/2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Otis inc.

1770 P.M Guazon St., Brgy. 831,

Paco, Manila

Tel. No. 564-1811 to 20

Fax No. 564-0436 | 338-5933

Email falcesomichael02@gmail.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119	₱ 23,885.43	₱ 23,885.43

Total: ₱ 23,885.43

Very truly yours,

  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

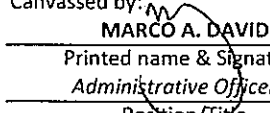
Michael Falceso

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 email. Please see attached.



**VO5119**

**Michael Falceso**

**TOYOTA OTIS, INC.**  
 1770 P.M. Quason St., Barangay 831 Pasig NCR.  
 City of Manila, First District, 1007  
 Tel: (02) 564-1811 to 29  
 Fax: (02) 564-0438/(02) 338-5933  
 Website: www.toyotaotis.com.ph  
 VAT Reg. TIN: 003-199-557-00000  
 Business Style: Sale of Passenger Motor Vehicles

- Repeat Repair
- Appointment
- Walk-in
- Waiting
- Non Waiting

**SERVICE QUOTATION**

**B1DA002216**

Page 1 of 1	Business Style:		2700 Service Quotation	
Customer No 1000889792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No +6327359225	Appointment Cust Appt Time (Rec Time) Date: / / Time: : am/pm	Year/Make/Model 2016/Innova 2.8V Dsl A/T - CC WhitePearl -
Date Received 01/18/2019	757 SOLANO ST.	Business Phone No +6327359225	Production Time Date: / / Time: : am/pm	Chassis No./VIN/Serial No. PA2AA3EM4G0014346
Time Received 07:45:48AM		Mobile No +639257851684		Colour WHITE PEARL
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Kilometers KM 24,691
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 0	Selling Dealer TMI
	Driver's Name	Driver's Contact No	Delivery Date 11/30/2016	Engine No. 1GD0223055
			Warr Exp Date	

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	X00025	25,000 KM CHECK-UP	2	450.00	900.00
1	90915-YZZD2	OIL FILTER 75*85	1	421.20	421.20
1	90080-42030	GASKET	1	46.43	46.43
1	38560-82580	TGFS (SM 5W-40)	8	632.14	5,057.12
1	TOTDE-CARB4-CYLNT	ENG DECARB 4 CYLINDR	1	3,660.71	3,660.71
1	TOTSM-R3126-000NT	SILICON MOLD	1	334.82	334.82
1	TOTEN-GINEF-LUSNT	ENGINE FLUSH	1	500.00	500.00
1	38813-00550	DSL INJECTOR CLEANER	1	716.95	716.95
2	12099	CLEAN BRAKES/TIGHTEN BOLTS/TUNE UP/ BATT	4	500.00	2,000.00
2	TOTBR-AKECLEANNT	BRAKE CLEANER	1	177.88	177.88
2	TOTLM-BRAKE-PSTNT	BRAKE PASTE	1	267.55	267.55
2	TOTDG-BRAKE-SSXNT	BRAKE STOP SQUEAL	1	580.35	580.35
2	TOT-MISC-M	MISCELLANEOUS-M	1	378.05	378.05
3	QTAMB/	AIR CARE SERVICE	1	500.00	500.00
3	08821-80870	AIRCON CLEANER	1	4,049.11	4,049.11
3	TOT-AIR	TOYOTA AIR CARE SERVICE	1	50.00	50.00
3	TOT-MISC-AIR	TOYOTA MISC AIR CARE	1	95.98	95.98
4	12099	REPLACE TRANSMITER KEY BATTERY	3	500.00	1,500.00
			Total Labor		4,990.00
			Total Part		15,812.25
			Total Sublet		524.03
			Total Oil/Lubricant		0.00
			Total MISC/Material		0.00
			Subtotal		21,326.28
			Less Discount		0.00
			VAT		2,559.15
			<b>GRAND TOTAL</b>		<b>23,885.43</b>





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

01/18/2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Manila Bay Corporation

Roxas Boulevard cor Edsa extnsn, Brgy. 76

Pasay City

Tel. No. 581-6168

Fax No. 581-6122

Email s.caruana@toyotamanilabay.com.ph

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

Quantity	Unit	Item/s	Unit Price	Total Price
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1	lot	25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119	₱ 32,471.77	₱ 32,471.77
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Total: ₱ 32,471.77

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Sherman "Bob" 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 email. Please see attached.



VO5119

SHERMAN T CARUANA

TOYOTA MANILA BAY CORPORATION

Roxas Boulevard, Corner Edsa Extension, Barangay 76, Pasay City, NCR, Fourth District Philippines, 1300  
 Tel: (02) 581-6168  
 Fax: (02) 581-6122  
 Website: www.toyotamanilabay.com.ph  
 VAT Reg. TIN: 004-676-716-00000  
 Business Style: Sales of Passenger Motor Vehicles

D3DA001835

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

SERVICE QUOTATION

Page 1 of 2	Business Style:		Z700 Service Quotation	
Customer No. 1000989792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No.	Appointment	
Date Received 01/17/2019		Business Phone No.	Cust. Appt. Time (Rec. Time)	
Time Received 08:25:28AM	MABINI HALL MALACANANG	Mobile No. +639299642990	Date: ___/___/___	
Purchase Order No.		TIN 449-457-018-00000	Time: ___:___am/pm	
Payment Method	Email Address davidmarcodbm@gmail.com	Assignee's Name	Production Time	
<input type="checkbox"/> Cash	Assignee's Name	Assignee's Contact No.	Date: ___/___/___	
<input type="checkbox"/> Credit Card	Driver's Name	Driver's Contact No.	Time: ___:___am/pm	
<input type="checkbox"/> Cheque			Appointment Reconfirmation	
<input type="checkbox"/> Charge Account			Date Made: ___/___/___	
			Time Made: ___:___am/pm	
			Year/Make/Model 2016/Innova 2.8V Dsl A/T - CC White Pearl -	
			Chassis No./VIN/Serial No. PA2AA3EM4G0014346	
			Colour WHITE PEARL	CS No. VO5119
			Kilometers KM 24,690	Selling Dealer TMI
			Warr Exp KM 0	Delivery Date 11/30/2016
			Engine No 1GD0223055	Warr Exp Date.

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		EM	0.000	0 00	0.00
1	90915-YZZD2	OIL FILTER 75*85	1	421 20	421.20
1	90430-12031	GASKET	1	33 04	33.04
1	08814-80090	DIESEL ENGINE FLUSH	1	654 46	654.46
1	08813-00860	DSL INJECTOR CLEANER	1	716 96	716.96
1	08880-83861	TGFS SN/CF 5W-30 4L	2	2,160 71	4,321.42
1	TMB-TBC2	Toyota Brake Cleaner 2	1	317 00	317.00
1	TMB-AGE	AMALIE GREASE 15oz	0 500	299 46	149.73
1	TMB-ASS	AMALIE SILICON SPRAY 100Z	0.250	579 48	144.87
1	TMB-SSQ	STOP SQUEAL BOTTLE	1	677 49	677.49
1	TMB-RAGS	RAGS	1	14.00	14.00
1	TMB-SPR	SANDPAPER 120	0 560	14 00	7 00
1	TMB-HGS	HAND GLOVES	1	22 00	22 00
1	TMB-SUB_ET2	SM ENGINE TREATMENT 2	1	1,687 50	1,687 50
1	TMB-FIS	GAT FRESH INTERIOR SANITIZER	1	1,010 71	1,010 71
1	TMB-SUB_GW	GLOSSY WASH	1	1,379 46	1,379 46
1	TMB-SUB_UCT	UNDERCOAT	1	2,946 43	2,946 43
1	TMB-SUB_EDL	ENGINE DETAILING	1	879 46	879 46
1	TMB-SUB_MISC	MISCELLANEOUS	1	199 29	199 29
1	X00025	25,000 KM CHECK-UP	2.200	450.00	990 00
1	89745-50020	BATTERY, TRANSMITTER	1	404 46	404 46
2	0TAM07	AIR CARE SERVICE	1	500 00	500 00
2	08821-80870	AIRCON CLEANER	1	4,049 11	4,049 11
2	PZ074-0K002	FILTER & ACC ASSY. A	1	1,012 95	1 012 95
2	TMB-SUB_AC	TOYOTA AIRCARE KIT	1	50 00	50 00
3	0TAM07	AIR CARE SERVICE	1	500 00	500 00
3	08821-80870	AIRCON CLEANER	1	4 049 11	4 049 11
3	TMB-SUB_AC	TOYOTA AIRCARE KIT	1	50 00	50 00
4	15099	1/A BRAKE/1/A BELT/TBB/MIDTRONICS	2.610	500 00	1,305 00
				Total Labor	3,799 00
				Total Part	15,662.71
				Total Sublet	8,202 85

Software Provider: Toyota Motor Philippines Corporation  
 Address: Toyota Special Economic Zone Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026  
 Tax Identification No.: 000-415-713-00000

Software Name: SAP ECC-Dealer Business Management  
 Software Version: Version 6/EHP 7 0/SP09  
 Permit-to-Use (PTU) No.: 1803\_0124\_PTU\_CAS\_000294  
 Date Issued: 03/05/2016  
 Valid Until: 02/28/2023  
 Series Range: D3DA000001 - D3DZ999999

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX."  
 "THIS SERVICE QUOTATION SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE."



**VO5119**

**SHERMAN T CARUANA**

**TOYOTA MANILA BAY CORPORATION**

Roxas Boulevard, Corner Edsa Extension, Barangay 76,  
Pasay City, NCR, Fourth District,  
Philippines, 1300  
Tel: (02) 581-6168  
Fax: (02) 581-6122  
Website: www.toyotamanilabay.com.ph  
VAT Reg TIN: 004-676-716-00000  
Business Style: Sales, Passenger Motor Vehicle

**D3DA001835**

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

**SERVICE QUOTATION**

Page 2 of 2	<b>Business Style:</b>		
Customer No. 1000989792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No.	Appointment
Date Received 01/17/2019	MABINI HALL MALACANANG	Business Phone No.	Cust Appt Time (Rec. Time)
Time Received 08:25:28AM		Mobile No. +639299642990	Date: ___/___/___ Time: ___:___ am/pm
Purchase Order No.	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000	Production Time
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.	Appointment Reconfirmation
	Driver's Name	Driver's Contact No.	Date Made: ___/___/___ Time Made: ___:___ am/pm
			Year/Make/Model 2016/Innova 2.8V Dsl A/T - CC White Pearl - Chassis No./VIN/Serial No PA2AA3EM4G0014346
		Colour <b>WHITE PEARL</b>	CS No. <b>VO5119</b>
		Kilometers KM <b>24,690</b>	Selling Dealer <b>TMI</b>
		Warr Exp KM <b>0</b>	Delivery Date <b>11/30/2016</b>
		Engine No <b>1GD0223055</b>	Warr Exp Date

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
5	15099	BATTERY REMOTE TRANSMITTER	1	500.00	500.00
				Total Labor	3,795.00
				Total Part	15,662.71
				Total Sublet	8,202.85
				Total Oil/Lubricant	0.00
				Total MISC/Material	1,332.09
				Subtotal	28,992.65
				Less Discount	0.00
				VAT	3,479.12
				<b>GRAND TOTAL</b>	<b>32,471.77</b>

Software Provider: Toyota Motor Philippines Corporation  
Address: Toyota Special Economic Zone Santa Rosa - Tagaytay Highway, Santa Rosa City Laguna 4025  
Tax Identification No.: 000-415-713-00000

Software Name  
Software Version  
Permit-to-Use (PTU) No.  
Date Issued  
Valid Until  
Series Range

SAP ECC-Dealer Business Management  
Version S/EHP 7 0/SP09  
1803\_0124\_PTU\_CAS\_000294  
03/06/2018  
02/28/2023  
D3DA000001 - D3DZ999999

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX."  
"THIS SERVICE QUOTATION SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE."



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

01/17/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Various Suppliers

Tel. No.

-

Fax No.

-

Email

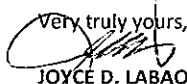
-

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

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

1	lot	25,000 km Check-up with Basic Aircon Cleaning and Replacement of Car Key Remote Battery for Toyota Innova VO 5119	₱ -	₱ -
---	-----	---	-----	-----

Total: ₱ -

Very truly yours,  
  
JOYCE D. LABAO  
OIC-Chief Administrative Officer, PMD

Quoted by:

Printed name & Signature

Position/Title

Remarks:

Invited suppliers through email but no submission.

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



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

**Fund Cluster:** 01 - Regular Agency Fund

**Funding Source:** 01101101 - Specific Budgets of National Government Agencies

**PR No.:** 01-06001-PR-2019-01-00018

**Date:** January 16, 2019

**Month:** January

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	001	DBM-Office of the Secretary Proper	25,000 km check-up and Aircon Cleaning of Toyota Innova VO5119	1.00	30,000.00	30,000.00

**Total P 30,000.00**

**Amount In Words**    **\*\*THIRTY THOUSAND PESOS AND 00/100\*\***

**Description**    25,000 km check-up and Aircon Cleaning of Toyota Innova VO5119

**Requested By:**

**Approved By:**

Signature :

\_\_\_\_\_

\_\_\_\_\_

Printed Name :

\_\_\_\_\_

\_\_\_\_\_

Designation :

\_\_\_\_\_

\_\_\_\_\_

19-510  
c/o SIF Ed

### PURCHASE REQUEST

Department of Budget and Management  
Agency

BTMS PR No.

Department Department of Budget & Management PR No. 19-026 Date: JAN 16, 2019  
Section Office of the Secretary SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	25,000 km check-up and Aircon Cleaning <b>AND CAR KEY</b> <b>REMOTE BATTERY</b> <i>ff</i>	1	30,000.00	30,000.00
<b>1901105</b>					

Purpose: Maintenance for Toyota *innova* VO 5119 assigned at the Office of the Secretary

Signature Printed Name Designation	Requested by: <i>Raymond Sale</i>	Approved by: <i>Ameh F. Pangandaman</i>
	<b>RAYMOND SALE</b> Administrative Aide IV	<b>AMENAH F. PANGANDAMAN</b> Undersecretary/Chief of Staff



DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

01-15-19-136

Date 01/15/2019 Vehicle / Plate No. Toyota Innova VO 5119  
Requisitioning Office/Dept. OSEC

Nature and Scope of Last Repair, if any :  
Last 15,000km check up, May 5, 2018

Complaints/Defects :  
Change Oil & aircon check up AND CAR KEY REMOTE BATTERY *JF*

Parts /components to be Repaired / Replaced:  
Oil filter

FINDINGS / OBSERVATIONS:  
For maintenance

*R*  
ROBERT B. MARASIGAN  
Property Inspector

Date : January 15, 2019



DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MOTORPOOL JOB REQUEST FORM

VO 5719  
TOYOTA INNOVA

JRF No: 003  
Date: JAN 15, 2019

MOTOR VEHICLE ASSIGNED TO DSEC.

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery
- Change Tire
- Aircon Repair
- Engine Repair
- Others (specify) KM CHECK-UP AND AIRCON CLEANING

Requested by: RAYMUND SALE  
Administrative Officer / Driver

Approved by: AMENAH PANGANDAMAN  
Undersecretary/Chief of Staff  
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: \_\_\_\_\_

INITIAL FINDINGS/WORKS TO BE DONE:  
25,000 KM CHECK-UP w/ BASIC AIRCON CLEANING AND REPLACEMENT OF DEFECTIVE CAR KEY REMOTE BATTERY

Part(s) Recommended to be replaced, if any:

Quantity	Parts Name / Description

Evaluated by: \_\_\_\_\_

EVALUATED BY  
EDDIESONA FORTUNA  
Administrative Assistant V

APPROVED BY:  
AMENAH PANGANDAMAN



DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 1,485,448.00  
 Unit Description: Toyota Innova 2.8V Dsl A/T  
 Date Acquired: November 29, 2016  
 End-User: Secretary Benjamin Diokno

Red Plate: VO 5119  
 Security Plate:  
 Engine no.: 1GD-0223055  
 chassis no.: PA2AA3EM4G0014346  
 Color: White Pearl

Date	Work / Repair Done	Amount	Total
2017			
16-Jan	1,000 km check-up	5,734.10	
28-Mar	5,000 km check-up	6,016.05	
16-May	Seat Cover	10,500.00	
14-Aug	10000 km check-up and replacement of defective parts	14,551.00	
10-Oct	1 pc tire	5,400.00	
2018			
05-May	15,000 km check-up (24,681)	19,445.35	



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"*

Subject: PR No. 19-026 25K km Check Up Innoda 5119  
End User: BSEC

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
16 Jan	Joyce	Marco	17 Jan	15 Feb 2016
		VARIOUS SUPPLIERS	1/17	EMAIL BLAST MADE TO SUPPLIERS

No. of Day/s Completed:



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

2019-003

Administrative Service (AS) and Finance Service (FS)

TRANSMITTAL AND ACTION SLIP

"Please do not detach from the request form"

Subject: TOYOTA OTIS INC- 25,000 KM CHECK-UP w/ BASIC AIRCON CLEANUP & REPLACEMENT OF CAR  
End User: DSEC KEY REMOTE BATTERY FOR TOYOTA INNOVA VD 5119

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
1/21	PMD	AS-OP	DIR. PALIOLA	FOR SIGNATURE
		AS	1/23	
	PMD	EUR		PU/ADAN-MIT

No. of Day/s Completed:

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

Name of Payee: TOYOTA OTIS INC.  
 Title of Project: 25,000 KM CHECK-UP WITH BASIC AIRCON CLEANING AND REPLACEMENT OF CAR KEY REMOTE BATTERY FOR  
 Contract Cost: 23,885.43 TOYOTA INVOICE NO 5119

**CHECKLIST OF DOCUMENTS**

**REMARKS**

Checklist of documents forwarded to Finance Service for:

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

1.	<input checked="" type="checkbox"/>	Purchase Request/ APP	19-026
2.	<input checked="" type="checkbox"/>	Pre-Inspection Report	
3.	<input checked="" type="checkbox"/>	Obligation Request and Status	
4.	<input checked="" type="checkbox"/>	Eligibility Documents of Suppliers	
5.	<input checked="" type="checkbox"/>	Purchase Order/Contract	19-003
6.	<input checked="" type="checkbox"/>	Request for Price Quotation	
7.	<input checked="" type="checkbox"/>	Abstract of Quotation	
8.	<input checked="" type="checkbox"/>	Notice of Award	
9.	<input checked="" type="checkbox"/>	Notice to Proceed	
10.	<input checked="" type="checkbox"/>	Distribution List	
11.	<input checked="" type="checkbox"/>	Other Documents, if any.	

Received checked items:

*Print Name & Signature*

*Date and Time*

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

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

Received checked items:

*Print Name & Signature*

*Date and Time*

**C. ADDITIONAL DOCUMENTS, if any**

\_\_\_\_\_

\_\_\_\_\_