



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. 2019-015

Supplier: Toyota Otis Inc.	Date: February 13, 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	20,000 km Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299	1	₱ 17,540.56	₱ 17,540.56

(Total Amount in Words)
Seventeen Thousand Five Hundred Forty Pesos and Fifty Six Centavos ₱ 17,540.56

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.

Very truly yours,


Conforme:

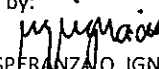


 MIKAEL V. PALERO
 Signature over Printed Name of Supplier

 Feb 16, 2019

 Date


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

Funds Availability Certified by:  ESPERANZA Q. IGNACIO Chief Accountant	OS No : 02101012019-02-179 Amount : ₱ 17,540.56 Date : 2/14/2019
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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.

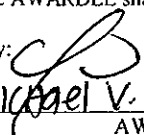
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if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

February 13, 2019

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

Dear Mr. Falceso:


Per attached Purchase Order No. 2019-015, we hereby notify you that your Office may proceed with the delivery of the project "20,000 km Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299", 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 V. FALCESO

Conforme / Date



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

NOTICE OF AWARD

February 13, 2019

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

Dear **Mr. Falceso**:

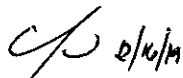
We are pleased to inform you that the project *"20,000 km Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299"*, is hereby awarded to your company in the amount of Seventeen Thousand Five Hundred Forty Pesos and Fifty Six Centavos (P 17,540.56).

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

ABSTRACT OF QUOTATIONS

Project Title: 20,000 km Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299
 ABC: 18,000
 Date: February 13, 2019

Qty	Unit	Item/Description	Toyota Otis Inc. 564-1811 to 20		Offered Specifications	Toyota Manila Bay Corporation 581-6168		Various Suppliers
			Unit	Total		Unit	Total	
1	lot	20,000 Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299	₱ 17,540.56	₱ 17,540.56	20,000 Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299 Toyota Manila Bay Corporation - quotation incomplete cannot perform Basic Aircon Cleaning	₱ 20,446.33	₱ 20,446.33	Toyota Pasong Tamo Inc. - lisette.ballesteros_1@toyotapasongtamo.com Toyota Pasong Tamo Inc. - mrs@toyotapasongtamo.com Toyota Global City Inc. - service@toyotaglobalcity.com Toyota Commonwealth Inc. - mrs@tcml.ph Toyota Pasig - tpg.servicedepartment@gmail.com Toyota Quezon Avenue - service@toyotaqa.com.ph Toyota Makati Inc. - nmambo@toyotamakati.com.ph Toyota Makati Inc. - gbilegado@toyotamakati.com.ph Toyota Abad Santos - svc.reminder@toyotaabadsantos.com.ph Toyota Abad Santos - a.datuin@toyotaabadsantos.com.ph Toyota Abad Santos - stodomingoncolai@gmail.com Toyota Cubao Inc. - v.salcido@toyotacubao.com.ph Toyota Cubao Inc. - t.dayrit@toyotacubao.com.ph
Total Price				₱ 17,540.56		₱ 20,446.33		
Ranking				1		2		
Remarks			Invited suppliers through email but no submission					

Toyota Otis Inc., having the lowest calculated responsive quotation, considered as the awardee.

Approved by:

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

Thea Marie Corrine F. Palarca
 THEA MARIE CORRINE F. PALARCA
 Director, Administrative Service MAD

Marco A. David
 MARCO A. DAVID
 Administrative Officer II



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

02/08/2019

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
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1	lot	20,000 Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299	₱ 17,540.56	₱ 17,540.56
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Total: ₱ 17,540.56

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.



ABE1299

Michael Falceso

TOYOTA OTIS, INC.
 1776 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.toyotaots.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

B1DA002430

Page 1 of 1	Business Style:			7700 Service Quotation	
Customer No 1001489846	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No	Appointment:	Year/Make/Model	
Date Received 02/08/2019		Business Phone No	Cust Appt Time (Rec Time)	2017/Prius C Full Option (WP) - PH-013	
Time Received 08:00:13AM	GENERAL SOLANO ST. MALACANANG	Mobile No +639998733136	Date: ___/___/___ Time: ___:___ am/pm	Chassis No./VIN/Serial No	
Purchase Order No		TIN	Production Time	JTDKB3FU6G3546583	
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Email Address	Assignee's Name	Date: ___/___/___ Time: ___:___ am/pm	Colour	CS No
	Assignee's Name	Assignee's Contact No	Appointment Reconfirmation	Kilometers KM	Selling Dealer
	Driver's Name	Driver's Contact No	Date Made: ___/___/___ Time Made: ___:___ am/pm	17,819	TGC
				Warr Exp KM	Delivery Date
				100,000	05/01/2017
				Engine No	Warr Exp Date
				2ZRR998603	05/01/2020

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	X90020	20,000 KM CHECK-UP	2.400	450.00	1,080.00
1	08880-82880	JGFS (SM 5W-40)	5	532.14	3,160.70
1	04152-YZZA6	MVP ELEMENT KIT OIL	1	305.36	305.36
1	90341-T0004	PLUG, STRAIGHT SCREW	1	167.50	167.50
1	87130-26020	ELEMENT AIR REFINER	1	2,520.54	2,520.54
2	12089	CLEAN BRAKES/TIGHTEN BOLTS/TUNE UP	4	500.00	2,000.00
2	TOTBG-BRAKE-SSXNI	BRAKE STOP SQUEAL	1	580.36	580.36
2	TOTBR-AKECL-EANNT	BRAKE CLEANER	1	177.68	177.68
2	TOTLM-BRAKE PSTNT	BRAKE PASTE	1	267.86	267.86
2	TOT-MISC-S	MISCELLANEOUS-S	1	351.31	351.31
2	TOTSM-R3120-000NT	SILICON MOULD	1	334.82	334.82
3	08821-80870	AIRCON CLEANER	1	4,049.11	4,049.11
3	0TACS7	AIR CARE SERVICE	1	500.00	500.00
3	TOT-MISC-AIR	TOYOTA MISC AIR CARE	1	95.98	95.98
3	TOT-AIR	TOYOTA AIR CARE SERVICE	1	50.00	50.00
				Total Labor	3,980.00
				Total Part	11,583.93
				Total Sublet	497.25
				Total Oil/Lubricant	0.00
				Total MISC/Material	0.00
				Subtotal	15,661.22
				Less Discount	0.00
				VAT	1,879.34
				GRAND TOTAL	17,540.56

CONFORME:

MARCO A. DAVID
 Procurement Management Division



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

02/07/2019

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

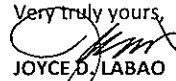
Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
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1	lot	20,000 Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299	₱ 20,446.33	₱ 20,446.33
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Total: ₱ 20,446.33

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 through email.
Please see attached. Basic Aircon
cleaning not cannot be done
by supplier.



ABE1299

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

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

SERVICE QUOTATION

D3DA002492

Page 1 of 1	Business Style:		Appointment		Z700 Service Quotation	
Customer No 1001489846	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT		Home Phone No.	Cust. Appt. Time (Rec. Time)	Year/Make/Model 2017/Prius C Full Option (WP) - PH-013	
Date Received 02/07/2019	MABINI HALL MALACANANG SAN MIGUEL		Business Phone No.	Date: / /	Chassis No./VIN/Serial No. JTDKB3FU6G3546583	
Time Received 05:09:39PM	Email Address		Mobile No +639299642699	Time: : am/pm	Colour	CS No
Purchase Order No	Assignee's Name		TIN	Production Time	Kilometers KM 17,818	Selling Dealer TGC
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Driver's Name		Assignee's Contact No.	Date: / /	Warr Exp KM 100,000	Delivery Date 05/01/2017
			Driver's Contact No.	Time Made: : am/pm	Engine No. 2ZRR998603	Warr Exp Date. 05/01/2020

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		EM	0.000	0.00	0.00
1	X00020	20.000 KM CHECK-UP	2.400	450.00	1,080.00
1	04152-YZZA6	MVP ELEMENT KIT, OIL	1	305.36	305.36
1	08880-83861	TGFS SN/CF 5W-30 4L	1	2,160.71	2,160.71
1	90430-12031	GASKET	1	33.04	33.04
1	08814-80061	GAS ENGINE FLUSH	1	559.28	559.28
1	08813-80019	INJECTOR CLEANER GAS	1	716.96	716.96
1	17801-0M020	ELEMENT SUB-ASSY, AI	1	971.43	971.43
1	TMB-TBC2	Toyota Brake Cleaner 2	1	317.00	317.00
1	TMB-AGE	AMALIE GREASE 15oz	0.500	569.46	284.73
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	0.500	14.00	7.00
1	TMB-HGS	HAND GLOVES	1	22.00	22.00
1	TMB-SUB_ET1	SM ENGINE TREATMENT 1	1	843.75	843.75
1	TMB-SUB_NT1	NITROGEN TIRE INFLATION	1	491.07	491.07
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_ED4	ENGINE DECARBONIZE 4 CYLINDER	1	3,211.61	3,211.61
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
		Total Labor			1,080.00
		Total Part			4,746.78
		Total Sublet			10,961.78
		Total Oil/Lubncant			0.00
		Total MISC/Material			1,467.09
		Subtotal			18,255.65
		Less Discount			0.00
		VAT			2,190.68
		GRAND TOTAL			20,446.33

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: 03/05/2018
 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."



Marco David <davidmarcodbm@gmail.com>


Quotation

Sherman Bob Caruana <s.caruana@toyotamanilabay.com.ph>
To: Marco David <davidmarcodbm@gmail.com>

Thu, Feb 7, 2019 at 5:23 PM

Sir Marco,

Attached file is the estimated amount for 20K Prius. Air care or easy aircon cleaning is not applicable in this unit.
Thanks

 CCE_000118.pdf
379K



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

02/07/2019

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
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1	lot	20,000 Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299	₱ -	₱ -
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Total: ₱ -

Very truly yours,

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 - RFQ 2019-007

MARCO A. DAVID <mdavid@dbm.gov.ph>

Thu, Feb 7, 2019 at 8:23 AM

Bcc: falcesomichael02@gmail.com, servicetoyotaotis@gmail.com, 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>, "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>, mrs@toyotapasongtamo.com, stodomingonicolai@gmail.com

Greetings!

May I request for quotation on the following:

20,000 km Check-up with Basic Aircon Cleaning for Toyota Prius ABE 1299
Model: Toyota Prius Hybrid
Engine no. 2ZRR998603
Chassis no. JTDKB3FU6G3546583

Thank you,

--



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
Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524
Website: www.dbm.gov.ph
Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com

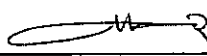

PURCHASE REQUEST

Department of Budget and Management
Agency

Department: Department of Budget & Management PR No. 110070 Date: 1/25/19
 Section: Office of the Secretary SAI No. 978 Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	20,000 km check-up and Aircon Cleaning of Toyota Prius ABE 1299	1	30,000.00	30,000.00
					30,000.00

Purpose: Maintenance of Office Vehicle

Signature Printed Name Designation	Requested by:  NARCISO S. ALCARAZ Admin Aide VI	Approved by:  AMENAH F. PANGANDAMAN Undersecretary/Chief of Staff
--	--	--

Department of Budget and Management Department of Budget and Management

RECEIVED FEB 01 2019 **RECEIVED** FEB 06 2019

BY: FDP CONTROL NO. 2:30 BY: [Signature] CONTROL NO. _____
 PROCUREMENT DIVISION

ARE 1299



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

TOYOTA PRIUS

JRF No: 022
Date: FEB 1, 2019

MOTOR VEHICLE ASSIGNED TO

OSCC.

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery
- Change Tire
- Aircon Repair
- Engine Repair
- Others (specify) 20,000 km
CHECK-UP

Requested by:
NARCISO ALCARAZ
Administrative Officer / Driver

Approved by:
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation:

INITIAL FINDINGS/WORKS TO BE DONE:

20,000 km CHECK-UP AND BASIC
AIRCON CLEANING

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

Quantity	Parts Name / Description

EVALUATED BY:

EDDIESON A. FORTUNA
Administrative Assistant V

APPROVED BY:

ENGR. ARGEE M. STA. BARBARA
OIC-Chief Administrative Officer, GSD



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

02-04-19-156

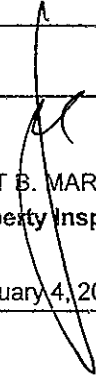
Date 02/04/2019 Vehicle / Plate No. Toyota Frius ABE 1299
Requisitioning Office/Dept. OSEC, Secretary Diokno

Nature and Scope of Last Repair , if any :
Last Change Oil, 10,000 km, July 18, 2018

Complaints/Defects :
20,000 km check up plus aircon cleaning

Parts /components to be Repaired / Replaced:
Oil, oil filter, aircon filter

FINDINGS / OBSERVATIONS:
For maintenance


ROBERT B. MARASIGAN
Property Inspector

Date : February 4, 2019

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: ₱3,125,636.00
 Unit Description: Toyota Hybrid (Donated)
 Date Acquired: October 18, 2017
 End-User: Secretary Benjamin Diokno

Red Plate: 130110
 Security Plate: ABE 1299
 Engine no.: 2ZRR998603
 chassis no.: JTDKB3FU6G3546583
 Color: Silver

Date	Work / Repair Done	Amount	Total
2017			
30-Nov	1,000 km check up (Toyota Global)	4,879.69	
2018			
06-Apr	5,000 km check-up (Toyota Global)	5,006.59	
18-Jul	10,000 km check-up (Toyota Otis)	8,483.89	



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"

PO 2019-015

TOYOTA OTIC INC.

Rm of MV

Subject: PR No. 190090 (20km check of Toyota Prius ABE 129a)
 End User: BSEC

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
6 Feb	Jaya	Marco	7 Feb	22 Feb 2019
			2/7/2019	EMAIL BLAST MADE
	PMD	DIR. THEA	2/8	FOR SIGNATURE
	PMD	FR	2/13	FOR OBR
	PMD	EVR	2/14	FOR PU NUNANTP SIGNATURE
			2/15	GIVEN TO SIR NARDINE

No. of Day/s Completed:

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA OTIC INC
 Title of Project: 20,000 KM CHECK-UP w/ BASIC AIRCOTN CLEANING FOR TOYOTA PRIUS ABE 1299
 Contract Cost: 17,540.56

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 | 19-070 |
| 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 | 2019-011 |
| 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:

[Signature]
 Print Name & Signature

1/13
 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