



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

PURCHASE ORDER NO. 2019-027

Supplier: Toyota Manila Bay Corporation	Date: March 04, 2019
Address: Roxas Boulevard, corner EDSA extension, Pasay City	Mode of Procurement: Small Value Procurement
TIN:	

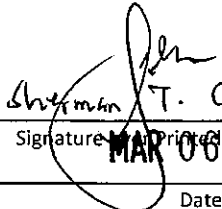
Gentlemen:
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:


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

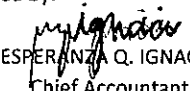
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	5,000 km Check-up for Toyota Avanza A1P879	1	₱ 8,231.26	₱ 8,231.26

(Total Amount In Words)
 Eight Thousand Two Hundred Thirty One Pesos and 26/100 ₱ 8,231.26

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

Conforme:

 Signature: _____
 Date: **MAR 06 2019**

Very truly yours,

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

Funds Availability Certified by:

 ESPERANZA Q. IGNACIO
 Chief Accountant

OS No : 02101012019-03-27
 Amount : ₱ 8,231.26
 Date : 3/5/2019

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)**

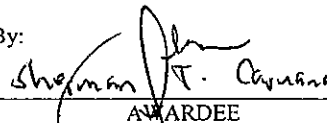
1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the 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:


MAR 06 2019
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

March 04, 2019

Mr. Sherman Caruana
Toyota Manila Bay Corporation
Roxas Boulevard, corner EDSA extension
Boulevard, Pasay City

Dear Mr. Caruana:

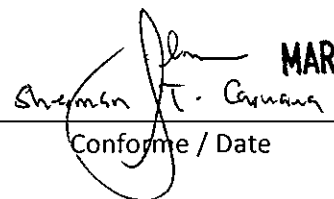
Per attached Purchase Order No. 2019-027, we hereby notify you that your Office may proceed with the delivery of the project "5,000 km Check-up for Toyota Avanza A1P879", upon receipt and acceptance of this Notice.

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 MAD


MAR 06 2019
Sherman T. Caruana
Conforme / Date



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

NOTICE OF AWARD

March 04, 2019

Mr. Sherman Caruana
Toyota Manila Bay Corporation
Roxas Boulevard, corner EDSA extension
Boulevard, Pasay City

Dear Mr. Caruana:

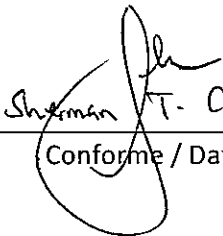
We are pleased to inform you that the project "5,000 km Check-up for Toyota Avanza A1P879", is hereby awarded to your company in the amount of Eight Thousand Two Hundred Thirty One Pesos and Twenty Six Centavos (P 8,231.26).

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


MAR 06 2019
Sherman T. Caruana
Conforme / Date

ABSTRACT OF QUOTATIONS

Project Title: 5,000 km Check-up for Toyota Avanza A1P879


ABC: 8,300


Date: March 4, 2019


Item/Description		Toyota Manila Bay Corporation 581-6168		Offered Specifications		Toyota Otis Inc. 564-1811 to 20		Various Suppliers				
Qty	Unit	Unit	Total	Unit	Total	Unit	Total	Unit	Total			
1	lot	5,000 km Check-up for Toyota Avanza A1P879	₱ 8,231.26	5,000 km Check-up for Toyota Avanza A1P879	₱ 2,000.40	5,000 km Check-up for Toyota Avanza A1P879	₱ 2,000.40	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@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 - jasaftersales@peakabadsantos.ph Toyota Abad Santos - a.datuin@toyotaabadsantos.com.ph Toyota Abad Santos - stodomingonicolai@gmail.com Toyota Cubao Inc. - v.salcedo@toyotacubao.com.ph Toyota Cubao Inc. - t.dayrit@toyotacubao.com.ph Toyota Makati Inc. - irrcambusa@toyotamakati.com.ph	₱ 8,231.26	₱ 2,000.40	₱ 2,000.40	₱ 2,000.40
Total Price			₱ 8,231.26		₱ 2,000.40		₱ 2,000.40					
Ranking			1		2		2					
Remarks		Toyota Manila Bay Corporation		Reviewed by:		Invited suppliers through email but no submission		Approved by:				

Prepared by:

Reviewed by:


MARCO A. DAVID
Administrative Officer II


JOYCE D. LABAO
OIC-Chief Administrative Officer, PMD


THEA MARIE FERRER F. PALARCA
Director IV Administrative Service MAD



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

February 28, 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
1	lot	5,000 km Check-up for Toyota Avanza A1P879	₱ 8,231.26	₱ 8,231.26

Total: ₱ 8,231.26

Very truly yours,

JOYEE B. LABAO

Old 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

Remarks:

Quotation obtained through email.

Please see attached.

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

email: mdavid@dbm.gov.ph



A1P879

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 Vehicle

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

SERVICE QUOTATION

D3DA002810

Page 1 of 1	Business Style:			7700 Service Quotation	
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No.	Appointment	Year/Make/Model	
Date Received 02/28/2019		Business Phone No.	Cust Appt. Time (Rec Time) Date: / / Time: : : am/pm	2018/Avanza 1.5G MT - 2K-005	
Time Received 01:15:10PM	MABINI HALL MALACANANG	Mobile No. +639299642990	Production Time	Chassis No /VIN/Serial No MHKM5FE3FHK001763	
Purchase Order No.	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000	Date: / / Time: : : am/pm	Colour BLACK METALLIC	CS No A1P879
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 Date Made: / / Time Made: : : am/pm	Kilometers KM 1,344	Selling Dealer TMI
	Driver's Name	Driver's Contact No.		Warr Exp KM 100,000	Delivery Date 11/24/2017
				Engine No. 2NRF616033	Warr Exp Date 11/24/2020

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		PM	0 000	0 00	0 00
1	15601-BZ010	ELEMENT SUB-ASSY. OI	1	441 07	441 07
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	08660-83861	TGFS SN/CF 5W-30 4L	1	2,160.71	2 160 71
1	TMB-TBC2	Toyota Brake Cleaner 2	1	317 00	317 00
1	TMB-BBL	BG Brake Lube Service	1	150 00	150 00
1	TMB-HGS	HAND GLOVES	1	22 00	22 00
1	TMB-SUB_NTI	NITROGEN TIRE INFLATION	1	491 07	491 07
1	TMB-SUB_GW	GLOSSY WASH	1	1,379 46	1 379 46
1	TMB-SUB_EDL	ENGINE DETAILING	1	879 46	879 46
1	TMB-SUB_MISC	MISCELLANEOUS	1	199 29	199 29
1	15099	5,000 KM CHECK-UP (FREE)	1 800	500 00	900 00
		Total Labor			900 00
		Total Part			3,911 05
		Total Sublet			2,949 28
		Total Oil/Lubricant			0 00
		Total MISC/Material			489 00
		Subtotal			8,249.34
		Less Discount			0 00
		VAT			989 92
		GRAND TOTAL			9,239.26

(FREE) less 900 labor

8,231.26
w/ VAT

MARCO A. DAVID
Procurement Management Division

Software Provider Address Tax Identification No.	Toyota Motor Philippines Corporation Toyota Special Economic Zone Santa Rosa - Tagaytay Highway Santa Rosa City Laguna 4026 : 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 6/EHP 7 C/SP09 1803_0124_PTU_CAS_060194 03/09/2018 02/28/2023 D3DA000031 - D3DZ999999
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"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

February 28, 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	5,000 km Check-up for Toyota Avanza A1P879	₱ 2,000.40	₱ 2,000.40
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Total: ₱ 2,000.40

Very truly yours,

JOYCE 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. Lack of scope of work
for the PM check-up.



A1P879

Michael Falceso

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

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

SERVICE QUOTATION

B1DA002611

Page 1 of 1	Business Style:		Z700 Service Quotation	
Customer No. 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No. +6327359225	Appointment Cust. Appt. Time (Rec. Time) Date: ___/___/___ Time: ___:___ am/pm	Year/Make/Model 2018/Avanza 1.5G MT - 2K-005
Date Received 02/28/2019	757 SOLANO ST.	Business Phone No. +6327359225	Production Time Date: ___/___/___ Time: ___:___ am/pm	Chassis No /VIN/Serial No MHKM5FE3FHK001763
Time Received 11:10:28AM		Mobile No. +639267851684		Colour BLACK METALLIC
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Appointment Reconfirmation Date Made: ___/___/___ Time Made: ___:___ am/pm	Kilometers KM 1,343
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name	Assignee's Contact No	Warr Exp KM 100,000	Selling Dealer TMI
	Driver's Name	Driver's Contact No.	Engine No 2NRF616033	Delivery Date 11/24/2017
				Warr Exp Date 11/24/2020

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	X00005	✓ 5,000 KM CHECK-UP	2	450.00	900.00
1	15601-BZ010	✓ ELEMENT SUB-ASSY. OI	1	441.07	441.07
1	TOTSM-R3120-000NT	✓ SILICON MOULD	1	334.82	334.82
1	08860-63660	✓ TGFS SN/CF 5W-30 1L	1	632.14	632.14
1	TOT-MISC-M	✓ MISCELLANEOUS-M	1	378.05	378.05
			Total Labor		900.00
			Total Part		1,408.03
			Total Sublet		378.05
			Total Oil/Lubricant		0.00
			Total MISC./Material		0.00
			Subtotal		2,686.08
			Less Discount		0.00
			VAT		322.33
			GRAND TOTAL		3,008.41

(Fru) less 900 Labor
 2,000.40
 w/VAT



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

February 28, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Various Suppliers

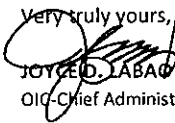
Tel. No. _____ - _____
Fax No. _____ - _____
Email _____ - _____

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

Quantity	Unit	Item/s	Unit Price	Total Price
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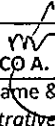
1	lot	5,000 km Check-up for Toyota Avanza A1P879	P _____ -	P _____ -
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Total: P _____ -

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

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

Thu, Feb 28, 2019 at 10:29 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, 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>, jasaftersales@peakabadsantos.ph, "Ricardo R. Cambusa" <rrcambusa@toyotamakati.com.ph>

Greetings!

May I request for quotation on the following:

5,000 km Check-up for Toyota Avanza AIP 879

*Replacement of Oil and Oil Filter
Model: Toyota Avanza 1.5 G MT 2018
Engine number: 2NRF616033
Chassis number: MHKM5FE3FHK001

Reface of Rotor Discs and Replacement of Defective Brake Pad and Brake Shoe for Toyota Innova ABE 1017

Model: Toyota Innova 2.5 E DLS / 2014
Engine number: 2KDU439501
Chassis number: KUN405102973

Heavy KM Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014

Model: Toyota Innova 2.5 E DLS / 2014
Engine number: 2KDU449333
Chassis number: KUN405103190

Heavy KM Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1019

Model: Toyota Innova 2.5 E DLS / 2014
Engine number: 2KDS262525
Chassis number: KUN405100381

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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

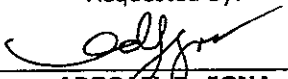

01-06001-PR-2019-02-00028


Department: Department of Budget & Management PR No. 190/02 Date: 2/21/19
Section: Office of the Secretary SAI No. 78 Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	5,000 km check-up and Replacement of Oil and Filter Toyota Avanza A1P 879	1	20,000.00	20,000.00

20,000.00

Purpose: Maintenance of Office Vehicle

Signature Printed Name Designation	Requested by: 	Approved by: 
	ABEGAIL D. IGNA Administrative Officer IV	AMENAH F. PANGANDAMAN Undersecretary/Chief of Staff

Department of Budget and Management
RECEIVED
FEB 22 2019
PROCUREMENT DIVISION
BY:  CONTROL NO. _____

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



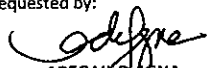
REQUISITION AND ISSUE SLIP

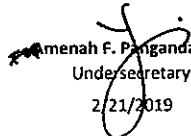
Entity Name : Department of Budget and Management
 Division/Unit : Office of the Secretary
 Office :
 Requisition

Fund Cluster :
 Responsibility Center Code : OSEC
 RIS No. : OSEC
 Stock Available? Issue

Stock No.	Unit	Description	Quantity	Stock Available?		Issue Quantity	Remarks
				Yes	No		
	lot	5,000 km check-up and	1				
		Replacement of Oil and Filter					
		Toyota Avanza A1P 879					

Purpose: Maintenance of Office Vehicle

Requested by:

 ABEGAIL D. USNA
 Administrative Officer IV
 2/21/2018

Approved by:

 Menah F. Pangandaman
 Undersecretary
 2/21/2019

Issued by:

Received by:



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

02-20-19-165

Date 02/20/2019 Vehicle / Plate No. Toyota Avanza A1P 879
Requisitioning Office/Dept. OSEC

Nature and Scope of Last Repair , if any :
Last 1,000 kilometer check up, Aug. 13, 2018

Complaints/Defects :
5,000 Kilometer check-up

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

FINDINGS / OBSERVATIONS:
For preventive maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : February 20, 2019



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

AIP 879
AVANZA

JRF No:
Date:

021

FEB 20, 2019

MOTOR VEHICLE ASSIGNED TO

OSEC.

NATURE OF REQUEST:

- Complete Service Change Tire Others (specify) 5,000 km
 Aircon Cleaning Aircon Repair check-up
 Change Battery Engine Repair

Requested by: LEON J. LEVIE CORPE JR.
Administrative Officer / Driver

Approved by: AMENAH F. PANGANDAPAN
UNDER SECRETARY
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: FEB 20 2019

INITIAL FINDINGS/WORKS TO BE DONE:
5,000 km check-up

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

Quantity	Parts Name / Description

E
EVALUATED BY:
[Signature]
EDDIESON A. PORTUNA
Administrative Assistant V

APPROVED BY:
[Signature]
DAVID B. MATEO
OIC-Supervising Administrative Officer, GSD



Rm of MV

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT PO 2019-027
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Administrative Service – Procurement Management Division Toyota Manila Bay Corporation

TRANSMITTAL AND ACTION SLIP
"Please do not detach from the request form"

Subject: PR No. 19-0104 (5K check up Toyota Avanza AIP 89A)
End User: QSEC

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
27 Feb	Jenle	Marco	28 Feb	28 March 2019
	pmd	DIR. TRISA	3/4	FOR SIGNATURE
	pmd	SUPPLIER	3/6	emailed PO, NON INTP
	pmd		3/7	FOR SERVICE SCHEDULE EVR WENT TO TOYOTA MANILA BAY WAITING FOR PICKING

No. of Day/s Completed:

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA MANILA BAY CORPORATION
 Title of Project: 5,000 KM CHECK-UP FOR TOYOTA AVANZA A18873
 Contract Cost: 8,231.26

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 | 19-104 |
| 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 | 19-027 |
| 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. | |

14) 19

UP

Received checked items:

[Signature]
 Print Name & Signature

9/4/19
 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"/> | RSMI (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