



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

PURCHASE ORDER NO. 2019-033

Supplier: Toyota Manila Bay Corporation	Date: March 19, 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	10,000 km Check-up for Toyota Innova SAA 1142	1	₱ 14,895.01	₱ 14,895.01

(Total Amount In Words)
 Fourteen Thousand Eight Hundred Ninety Five Pesos and 1/100 ₱ 14,895.01

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: *Sheema J. Coronado*
 Signature over Printed Name of Supplier
APR 14 2019
 Date

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

Funds Availability Certified by: <u><i>Esperanza Q. Ignacio</i></u> ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>021011012019-03-483</u> Amount : <u>₱ 14,895.01</u> Date : <u>3/20/19</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:


APR 14 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 19, 2019

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

Dear Mr. Caruana:

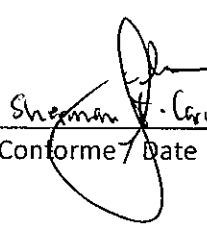
Per attached Purchase Order No. 2019-033, we hereby notify you that your Office may proceed with the delivery of the project "10,000 km Check-up for Toyota Innova SAA 1142", upon receipt and acceptance of this Notice.

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


Sherman Caruana
Conforme / Date

APR 14 2019



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

NOTICE OF AWARD

March 19, 2019

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

Dear Mr. Caruana:

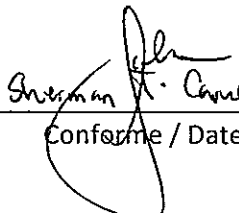
We are pleased to inform you that the project "10,000 km Check-up for Toyota Innova SAA 1142", is hereby awarded to your company in the amount of Fourteen Thousand Eight Hundred Ninety Five and One Centavos (P 14,895.01).

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


APR 14 2019

Conforme / Date



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

Supplier: TOYOTA MANILA BAY CORPORATION **PO No.:** 01-06001-PO-2019-03-00004

Address: Roxas Boulevard corner Edsa Ex 1300

TIN:

Tel.No.: +632 581 6171

Fax No.:

Mode of Procurement: Small Value Procurement

Month: March

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of N

BTMS PO APPROVAL STATUS
 01-06001-PO-2019-03-00004
 ✓ pmd
 BUDGET
 AS-OD
 GRN
 DV

Sir/Madam:

Please furnish this Office the following articles

Delivery Terms: 10 working days upon receipt of the PO

Payment Terms: 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Unit	10,000 km Check-up for Toyota Innova SAA 1142	1.00	14,895.01	14,895.01
Total P					14,895.01

(Total Amount in Words) **FOURTEEN THOUSAND EIGHT HUNDRED NINETY FIVE PESOS AND 01/100**

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

Conforme:

Very truly yours,

Marco David

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

Date

Designation

Delivery Schedule

No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	10,000 km Check-up for Toyota Innova SAA 1142	03/01/2019	03/31/2019		1.00

ABSTRACT OF QUOTATIONS

Project Title: 10,000 km Check-up for Toyota Innova SAA 1142

ABC: 15,000

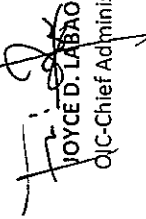
Date: March 19, 2019

Qty	Item/Description		Toyota Manila Bay Corporation 581-6168		Offered Specifications	Toyota Otis Inc. 564-1811 to 20		Various Suppliers		
	Unit	Particulars	Unit	Total		Unit	Total	Unit	Total	
1	lot	10,000 km Check-up for Toyota Innova SAA 1142	14,895.01	14,895.01	10,000 km Check-up for Toyota Innova SAA 1142 Toyota Otis Inc. scope of work is incomplete for the PM check-up.	13,647.10	13,647.10	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. - gbilgado@toyotamakati.com.ph Toyota Abad Santos - svc.reminder@toyotaabadsantos.com.ph Toyota Abad Santos - jaspersales@peakabadsantos.ph Toyota Abad Santos - a.datuin@toyotaabadsantos.com.ph Toyota Abad Santos - stodomingoncolai@gmail.com Toyota Cubao Inc. - v.salcedo@toyotacubao.com.ph Toyota Cubao Inc. - t.dayrit@toyotacubao.com.ph Toyota Makati Inc. - rrcambusa@toyotamakati.com.ph		
Total Price			1	14,895.01		2	13,647.10			
Ranking										
Remarks			Toyota Manila Bay Corporation, having the lowest calculated responsive quotation, considered as the awardee.							

Prepared by:

MARCO A. DAVID
Administrative Officer II

Reviewed by:


VOYCE D. LABAO
QC-Chief Administrative Officer, PMD

Approved by:


THEA MARIE GORINNE F. PALARCA
Director IV, Administrative Service MAP



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

March 15, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Manila Bay Corporation

Roxas Boulevard, corner EDSA extension

Barangay 76, Pasay City

Tel. No. 581-6168

Fax No. _____

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	10,000 km Check-up for Toyota Innova SAA 1142	₱ 14,895.01	₱ 14,895.01
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Total: ₱ 14,895.01

Very truly yours,


JOYCE D. LABAJO

OIC, Chief Administrative Officer, PMD

Quoted by:

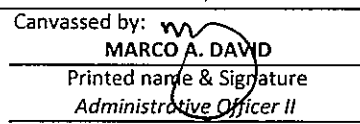
Sherman "Bob" Caruana

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.



SAA1142

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: 004-676-716-0000
Business Style: Sales, Parts, Repairs, Maintenance

D3DA003063

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

SERVICE QUOTATION

Page 1 of 1	Business Style:		Appointment		Z700 Service Quotation	
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT		Home Phone No.	Cust. Appt Time (Rec. Time)	Year/Make/Model 2018/Innova 2.0 G Gas A/T -BX-008	
Date Received 03/15/2019	MABINI HALL MALACANANG		Business Phone No.	Date: / /	Chassis No./VIN/Serial No PA2GW8EM3H3152436	
Time Received 05:21:07PM	Email Address davidmarcodbm@gmail.com		Mobile No +639299642990	Time: : am/pm	Production Time	Colour BLACK
Purchase Order No.	Assignee's Name		TIN 449-457-018-00000	Date: / /	Time: : am/pm	CS No A3Y662
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 Made: / /	Time Made: : am/pm	Kilometers KM 2,113
			Driver's Contact No.	Appointment Reconfirmation	Warr Exp KM 100,000	Selling Dealer TMI
				Date Made: / /	Engine No 1TRA399141	Delivery Date 12/26/2017
				Time Made: : am/pm	Warr Exp Date 12/26/2020	

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		EM	0 000	0.00	0 00
1	X00010	10,000 KM CHECK-UP	3 800	450.00	1,710.00
1	90915-YZZD2	OIL FILTER 75*85	1	436 16	436 16
1	90430-12031	GASKET	1	33 04	33 04
1	08814-80090	DIESEL ENGINE FLUSH	1	654.46	654.46
1	06813-00860	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	569 46	284 73
1	TMB-ASS	AMALIE SILICON SPRAY 10OZ	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_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_EDL	ENGINE DETAILING	1	879 46	879 46
1	TMB-SUB_MISC	MISCELLANEOUS	1	199 29	199 29
			Total Labor		1,710.00
			Total Part		6,162 04
			Total Sublet		3,959 99
			Total Oil/Lubricant		0 00
			Total MISC/Material		1,467.09
			Subtotal		13,299.12
			Less Discount		0 00
			VAT		1,595 89
			GRAND TOTAL		14,895.01

CONFORME:

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 0/SP09 1803_0124_PTU_CAS_000294 03/06/2018 02/28/2023 03DA000001 - 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

March 19, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Otis Inc.

1770 P.M. Guazon Steet, Barangay 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	10,000 km Check-up for Toyota Innova SAA 1142	₱ 13,647.10	₱ 13,647.10
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Total: ₱ 13,647.10

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

Remarks:

Quotation obtained through email.

Please see attached. Incomplete

scope of work.

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

email: mdavid@dbm.gov.ph



SAA1142

Michael Falceso

TOYOTA OTIS, INC.
 1770 P.M. Guason St., Barangay 831, Pasig, NCR.
 City of Manila, First District, 1007
 Tel (02) 564-1811 to 20
 Fax: (02) 564-0459/(02) 338-5933
 Website: www.toyotaotis.com.ph
 VAT Reg. TIN: 005-198-557-00000
 Business Style: Sale of Passenger Motor Vehicles

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

SERVICE QUOTATION

B1DA002836

Page 1 of 1	Business Style:		Appointment		2700 Service Quotation	
Customer No. 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT		Home Phone No. +6327359225	Cust Appl Time (Req. Time) Date: ___/___/___ Time: ___:___ am/pm	Year/Make/Model 2018/Innova 2.0 G Gas A/T -BX-008	
Date Received 03/19/2019	757 SOLANO ST.		Business Phone No. +6327359225	Production Time Date: ___/___/___ Time: ___:___ am/pm	Chassis No./VIN/Serial No. PA2GW8EM3H3152436	
Time Received 05:30:31AM	Email Address a@o		Mobile No. +639267851584	Appointment Reconfirmation Date Made: ___/___/___ Time Made: ___:___ am/pm	Colour BLACK	CS No. A3Y662
Purchase Order No	Assignee's Name		TIN 449-457-018-00000	Warr Exp KM 100,000	Kilometers KM 2,114	Selling Dealer TMI
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	Engine No. 1TRA399141	Delivery Date 12/26/2017	Warr Exp Date 12/26/2020

JOB INSTRUCTION

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	X00010	10,000 KM CHECK-UP	3.800	450.00	1,710.00
1	90915-YZZD2	OIL FILTER 75*85	1	436.16	436.16
1	90080-43030	GASKET	1	46.43	46.43
1	08880-83860	TGFS SN/CF 5W-30 1L	6	632.14	3,792.84
1	TOTDE-CARB4-CYLNT	ENG DECARB 4 CYLINDE	1	3,660.71	3,660.71
1	TOTEN-GINEFL-USNT	ENGINE FLUSH	1	500.00	500.00
1	TOTBR-AKECL-EANNT	BRAKE CLEANER	1	177.68	177.68
1	TOTLM-BRAKE-PSNT	BRAKE PASTE	1	267.86	267.86
1	TOTSM-RS126-COONT	SILICON MOULD	1	334.82	334.82
1	TOTBG BRAKE SSXNT	BRAKE STOP SQUEAL	1	580.36	580.36
1	TOT-MISC-M	MISCELLANEOUS-M	1	378.05	378.05
2	12099	CHECK BATTERY	0.600	500.00	300.00
				Total Labor	2,610.00
				Total Part	9,796.86
				Total Sublet	378.05
				Total Oil/Lubricant	0.00
				Total Misc-Material	0.00
				Subtotal	12,184.91
				Less Discount	0.00
				VAT	1,462.19
				GRAND TOTAL	13,647.10

INCOMPLETE
 SCOPE OF WORK
 W/O



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

March 15, 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	10,000 km Check-up for Toyota Innova SAA 1142	₱ -	₱ -
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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. Please see

attached.

Request for Quotation RFQ 2019-019

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

Fri, Mar 15, 2019 at 4:32 PM

Bcc: Michael Falceso <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@toyotamariilabay.com.ph>, Toyota Commonwealth Service <mrs@tcmi.ph>, Lissette Ballesteros <lissette.ballesteros_1@toyotapasongtamo.com>, Timothy Dayrit <t.dayrit@toyotacubao.com.ph>

Greetings!

May I request for quotation on the following:

10,000 km Check-up for Toyota Innova SAA 1142

Model: 2018 Toyota Innova

Engine number: 1TRA399141

Chassis number: PA2GW8EM3H3152436

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



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-2019-03-00015

Date: March 11, 2019

Month: March

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Unit	021	DBM-Office Usec- Budget Policy & Strategy Group	Vehicle maintenance check for 10,000 km	1.00	20,000.00	20,000.00

Total P 20,000.00

Amount In Words **TWENTY THOUSAND PESOS AND 00/100**

Description Vehicle maintenance check for 10,000 km

<p>Requested By:</p> <p>Signature : _____</p> <p>Printed Name : LAURA PASCUA</p> <p>Designation : Undersecretary</p>	<p>Approved By:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

03-01-19-168

Date 03/01/2019 Vehicle / Plate No. Toyota Innova SAA 1142
Requisitioning Office/Dept. OSEC, (Usec. Pascua)

Nature and Scope of Last Repair, if any :
Last 1,000 kilometer check up, July 30, 2018

Complaints/Defects :
10,000 Kilometer check-up

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

FINDINGS / OBSERVATIONS:
For preventive maintenance

LC
ROBERT B. MARASIGAN
Property Inspector

Date : March 1, 2019

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA MANILA BAY CORPORATION
 Title of Project: 10,000 KM CHECK-UP FOR TOYOTA INNOVA SAA 1142
 Contract Cost: 14,895.01

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 | PR-0124 |
| 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 | 19-033 |
| 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. | BTMS PD |

3/19/2019

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

Received checked items:

Print Name & Signature

Date and Time