



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
Trunkline: 657-3300

**PURCHASE ORDER NO. 2019-062**

Supplier: <b>Frigid Zone Auto Aircon Specialist Co.</b>	Date: <b>May 14, 2019</b>
Address: <b>19 Congressional Extension, cor Visayas Avenue, Quezon City</b>	Mode of Procurement: <b>Small Value Procurement</b>
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: <b>DBM Building III</b>	Delivery Term: <b>Twenty (20) working days upon receipt of Purchase Order (P.O.)</b>
Date of Delivery: <b>Twenty (20) working days upon receipt of Purchase Order (P.O.)</b>	Payment Term: <b>Upon completion of delivery and acceptance</b>

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962	1	P 23,000.00	P 23,000.00

(Total Amount In Words)  
**Twenty Three Thousand Pesos** P 23,000.00

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:

Signature over Printed Name of Supplier

5-20-19

Date

THEA MARIE CORINNE F. PALARCA

Director IV, Administrative Service

Authorized Official

(Representing End User)

Funds Availability Certified by:  ESPIRANZA Q. IGNACIO Chief Accountant	OS No : <u>021011012019-05-876</u> Amount : <u>P 23,000.</u> Date : <u>5/17/19</u>
--	--

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:

**MAY 20 2019**

REPUBLIC OF THE PHILIPPINES)  
CITY OF MANILA ) S.S.

  
AWARDEE

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**

May 14, 2019

Ms. Tonet Murchante  
Frigid Zone Auto Aircon Specialist Co.  
19 Congressional Extension,  
Corner Visayas Avenue, Quezon City

Dear Ms. Murchante:


Per attached Purchase Order No. 2019-062, we hereby notify you that your Office may proceed with the delivery of the project "*Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962,*" 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

MAY 20 2019  
  
5/15/19  
Conforme / Date



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

NOTICE OF AWARD

May 14, 2019

Ms. Tonet Murchante  
Frigid Zone Auto Aircon Specialist Co.  
19 Congressional Extension,  
Corner Visayas Avenue, Quezon City

Dear Ms. Murchante:

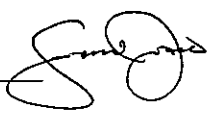
We are pleased to inform you that the Project, "*Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962,*" is hereby awarded to your company in the amount of Twenty Three Thousand Pesos (Php23,000.00)

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service MAD

MAY 20 2019  
  
5/15/19  
Conforme / Date





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

**Supplier:** Frigid Zone Auto Aircon Specialist Co. **PO No.:** 01-06001-PO-2019-05-00017  
**Address:** 52 Holy Spirit Drive, Don Antonio Heights, 0 **PO Date:** May 15, 2019  
**TIN:** 003924236000 **Bank Name:**  
**Tel.No.:** 0 **Bank/Branch:**  
**Fax No.:** **Bank A/C No.:**  
**Mode of Procurement:** Small Value Procurement **Account Type:**  
**Month:** May **PR No.:** 01-06001-PR-2019-05-00030  
**Fund Cluster:** 01 - Regular Agency Fund  
**Funding Source:** 01101101 - Specific Budgets of National Government Agencies

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

**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	Lot	General cleaning of aircon and replacement of defective parts from aircon system	1.00	23,000.00	23,000.00
<b>Total</b>				<b>P</b>	<b>23,000.00</b>

**(Total Amount in Words)** \*\*TWENTY THREE THOUSAND PESOS AND 00/100\*\*

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	General cleaning of aircon and replacement of defective parts from aircon system	05/01/2019	05/31/2019		1.00



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

Fund Cluster: 01 - Regular Agency Fund

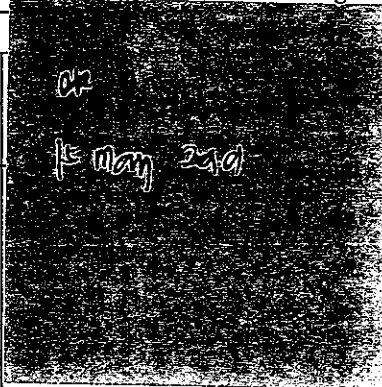
Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR No.: 01-06001-PR-2019-05-00030

2019

Month: May

No.	Unit	Responsibility Center		Quantity	Unit Cost	Total Cost
		Code	Description			
1	Lot	075	DBM-General Services Division	1.00	35,000.00	35,000.00
<b>Total P 35,000.00</b>						



For approval please

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

Description    For the preventive maintenance of Toyota Hi Ace w/ plate no. SHU 962 assigned to GSD

<p>Requested By:</p> <p>Signature : _____</p> <p>Printed Name :                    ARGEE M. STA. BARBARA</p> <p>Designation :                    OIC-Chief Administrative Officer</p>	<p>Approved By:</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--

ABSTRACT OF QUOTATIONS


Project Title: "Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962"

ABC: 23,000

Date: May 14, 2019

Qty/ Unit	Item/Description		Frigid Zone Auto Aircon Specialist Co. 287-2930		Offered Specifications	Toyota Manila Bay Corporation 581-6168		FleetServ Inc. 585-4358   217-3829		Toyota Otis Inc. 564-1811 to 20	
	Particulars	Unit	Price	Total		Unit	Price	Unit	Price	Unit	Price
1 lot	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962	23,000.00	23,000.00	23,000.00	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962  - FleetServ Inc. and Toyota Otis Inc. quotations are non-compliant with the Scope of Work (Evaporator part)	38,582.00	38,582.00	-	-	-	-
<b>Total Price</b>				<b>23,000.00</b>		<b>38,582.00</b>					
<b>Ranking</b>				1		2					
<b>Remarks</b>		Frigid Zone Auto Aircon Specialist Co., having the lowest calculated responsive quotation, considered as the awardee.									

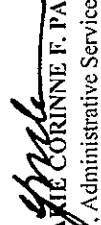
Prepared by:

  
**MARCO A. DAVID**  
 Administrative Officer II

Reviewed by:

  
**JOYCE D. LABAO**  
 OIC-Chief Administrative Officer, PMD

Approved by:

  
**THEA MAXIE CORINNE F. PALARCA**  
 Director I, Administrative Service MAD





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

May 7, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Frigid Zone Auto Aircon  
Specialist Co.

Tel. No. 287-2930

Fax No.

Email [frigidzone.visayas@gmail.com](mailto:frigidzone.visayas@gmail.com)

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

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

1	lot	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962	P 23,000.00	P 23,000.00
---	-----	---	-------------	-------------

Total: P 23,000.00

Very truly yours,

JOYCE B. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Tonet Murchante

Printed name & Signature

Service Personnel

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](mailto:mdavid@dbm.gov.ph)

Remarks:

Quotation obtained through saturation, Please see attached.



# FRIGID ZONE AUTO AIRCON SPECIALIST CO.

FRIGID ZONE AUTO AIRCON

## JOB ESTIMATE

WARRANTY EXTENSION &

TEL.# 287-2930

CUSTOMER: D.B.M DATE: 04/03/2019

ADDRESS: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

VEHICLE: T. Lenora PLATE NO.: SHU-962

### PARTS / MATERIALS (BREAKDOWN)

#### SCOPE OF WORKS

#### PRICE

all down evaporator - dual -  
r leak test & cleaning  
add Capilla oil. Vacuum  
charge from gas 134.

3.00

total:

Evaporator T. Lenora from base original - 7.00

Evaporator T. Lenora from base original - 7.00

Expansion Valve spec. original - 4.00

20.00

Oil T. Lenora - 1.00

Flushing of system - 5.00

parts & labor  
1 year warranty

23.00

ESTIMATED BY: [Signature]

Customer's Signature

REMARKS (IF JOB DONE)

JOB ORDER NO.: \_\_\_\_\_



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

May 2, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Manila Bay Corporation

Roxas Boulevard, corner EDSA extension

Pasay City

Tel. No. 581-6171

Fax No. 581-6123

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	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962	P 38,582.00	P 38,582.00
---	-----	---	-------------	-------------

**Total:** P 38,582.00

Very truly yours,

  
JOYCE D. LARAO

OIC/Chief Administrative Officer, PMD

Quoted by:

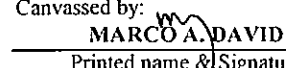
Sherman Caruana

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.

**TOYOTA MANILA BAY CORP.**  
 ROXAS BLVD. COR. EDSA EXTN. BLVD. 2000, PASAY CITY  
 TEL. # 5816171 FAX # 5816123

**JOB ESTIMATE SHEET**

Customer Details		Vehicle Details	
Registered Owner:	DEPT. OF BUDGET	Vehicle Model:	INNOVA
Contact Number:		Plate Number:	ABE1018
Address:		Delivery Date:	
Contact Person:		Model & Color Code:	
Contact Number:		Frame Number:	
Date Estimated:	Thursday, May 02, 2019	Engine Number:	

**JOB DESCRIPTION**

	Parts Price	Materials Price	Labor Price
<b>AIRCON MAINTENANCE / CLEANING</b>			Php5,200.00

**PARTS TO BE REPLACE:**

FRONT EVAPORATOR	(UPON INSPECTION)	5237
EXPANSION VALVE		3388
REAR EXPANSION VALVE		1471
CABIN FILTER		1100
R. DRIER TANK		3233
ORING BIG		612
ORING MEDIUM		558
ORING SMALL		396
REAR EVAPORATOR	(UPON INSPECTION)	5237

**MATERIALS:**

BACKTAKLEEN	Php1,132.00
FREON R134A	Php2,688.00
PAG OIL	Php1,600.00
COILWASH	Php600.00
NITROGEN	Php200.00
CORKTAPE	Php600.00
MISC. SANDPAPER, RAGS	Php360.00
GLOSSY WASH	Php1,545.00
INTERIOR DETAILING	Php2,440.00
E/G DETAILING	Php985.00

NOTE: EVAPORATOR AND AIRCON COMPRESSOR IS UPON INSPECTION

**ESTIMATED TIME OF WORK 5-7 DAYS**

**COST OF REPAIRS**

<b>REMINDER</b> ☒ This estimate is not valid in court. ☒ All old materials & replaced parts not claimed in 7 days after completion of work will be disposed off by management ☒ All hidden damaged portion and parts additional are not included in this estimate ☒ Price Quote herein are subject to change without prior notice	Total Labor	Php5,200.00
	Total Parts	Php21,232.00
	Total Materials	Php12,150.00
	<b>Total Cost of Repair</b>	<b>Php38,582.00</b>

All prices are inclusive of 12% vat

  
 SHERMAN "BOB" CARUANA  
 Estimator

Customer Approval



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

May 2, 2019  
 Date

REQUEST FOR PRICE QUOTATION

Company

FleetServ Inc.

2/F Chrisayson Building, No. 6, 12th Ave.,

Brgy. Socorro, Cubao, Quezon City

Tel. No. 585-4358 | 217-3829

Fax No. 239-4340

Email [fleetservinc@gmail.com](mailto:fleetservinc@gmail.com)

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

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

1	lot	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962	P 12,974.40	P 12,974.40
---	-----	---	-------------	-------------

**Total:** P 12,974.40

Very truly yours,

  
 JOYCE D. LABAO

OIC/Chief Administrative Officer, PMD

Quoted by:

Bernadette Celis

Printed name & Signature

Account Director

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](mailto:mdavid@dbm.gov.ph)

Remarks:

No evaporator on quotation received.

Please see attached.

# FleetSERV

Providing a Safety Net for your Fleet.

Commitment Performance Savings

## FLEETSERV INC.

2/F AJ Building  
149 Ermin Garcia Street  
Barangay E. Rodriguez St.  
Cubao, Quezon City

Phone 585 4358; 217 3829; 346 0115, 274 8268  
Fax 720 9568  
Mobile 0922 8268886, 0908 8217992, 0917 6299662  
0922 8671620  
Email: [fleetservinc@gmail.com](mailto:fleetservinc@gmail.com)

May 2, 2019

Mr Marco A. David  
Procurement Management Division  
Department of Budget and Management  
General Solano Street San Miguel Malacanang Manila  
Landline 6573300 loc 3115 Email [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph)

FleetSERV Inc Philgeps Certificate No: 2014 132488 /Business Permit No-2014-13568

Dear Sir,

May we submit the best quote for your immediate requirements:

Quantity	Unit	Item	Brand	Vehicle	ABC	Price Offer Per Unit	Total Price Offer
1.00	lot	Pull down dashboard, remove and check evaporator assembly, leak test of cooling coil front and rear, general cleaning, inclusive of materials used: freon charging, silicon oil, etc		Toyota Innova Diesel 2014 ABE 1018	54,479.20	9,540.00	9,540.00
1.00	pc	Receiver/filter drier				1,017.60	1,017.60
1.00	pc	Expansion Valve Front				890.40	890.40
1.00	pc	Expansion Valve Rear				890.40	890.40
1.00	pc	Assorted O Ring				636.00	636.00
							12,974.40

### Terms and Conditions:

1. Delivery is within 1-7 calendar days upon receipt of Company's approved Purchased Order.
2. Our Trading Term is (30) days.
3. The price quoted is VAT Inclusive.
4. Validity of price 30 days from the date of quote.
5. Warranty: 3 months
6. Terms of Payment: Through check payment addressed to FLEETSERV INC.  
Through bank to bank payment:  
Account Name: FLEETSERV INC.  
Account No.: 000-552-1068-73  
Name of Bank: Landbank of the Philippines  
Branch: Landbank Edsa-Greenhills Branch

Thank you for your patronage. Looking forward to being of service!

Sincerely yours,

**BERNADETTE S. CELIS**  
Account Director



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

May 02, 2019

Date

**REQUEST FOR PRICE QUOTATION**

Company

Toyota Otis Inc.

1770 P.M. Guazon Street,

Barangay 831, Paco, Manila

Tel. No. 564-1811 to 20

Fax No. \_\_\_\_\_

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	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962	P 20,032.51	P 20,032.51
---	-----	---	-------------	-------------

**Total:** P 20,032.51

Very truly yours,

  
**JOYCE D. LABAO**

OIC, Chief Administrative Officer, PMD

Quoted by:

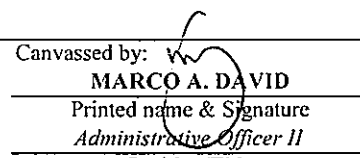
Michael Falceso

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:

No evaporator on quotation received.

Please see attached.



**ABE1018**

**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**

**B1DA003285**

Page 1 of 1	<b>Business Style:</b>			
Customer No 1000989792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No. +6327359225	Appointment Cust Appt. Time (Rec. Time) Date: ___/___/___ Time: ___:___ am/pm	<b>Z700 Service Quotation</b>
Date Received 05/02/2019	<b>757 SOLANO ST.</b>	Business Phone No. +6327359225	Production Time Date: ___/___/___ Time: ___:___ am/pm	Year/Make/Model 2012/Innova 2.5E Dsl M/T - AA - 050
Time Received 11:41:35AM	Email Address a@o	Mobile No +639267851684	Appointment Reconfirmation Date Made: ___/___/___ Time Made: ___:___ am/pm	Chassis No A/VIN/Serial No KUN405102887
Purchase Order No	Assignee's Name	TIN 449-457-018-00000	Warr Exp KM 100,000	Colour LIGHT BLUE MICA
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	Delivery Date 12/13/2013	CS No TZ4190
		Driver's Contact No	Engine No. 2K0S285089	Selling Dealer TMI
				Warr Exp Date

**JOB INSTRUCTION**

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	12099	AIRCON CLEANING	14	500.00	7,000.00
1	TOT-FREON	FREON 134A	1	1,170.00	1,170.00
1	TOT-PAGOIL	PAG OIL (EMKARATE)	1	1,365.00	1,365.00
1	88515-0K100	VALVE EXPANSION. NO	1	3,757.14	3,757.14
1	88515-0K050	VALVE EXPANSION #1	1	1,386.61	1,386.61
1	88474-17010-LP	DRYER KIT	1	1,412.50	1,412.50
1	P2074-0D004	FILTER & ACC ASSY, A	1	905.80	905.80
1	90099-14121	O-RING	4	63.39	253.56
1	90099-14120	O-RING	4	56.04	224.16
1	90099-14119	O RING	4	41.07	164.28
1	TOT-MISC-M	MISCELLANEOUS-M	1	378.05	378.05
				Total Labor	7,000.00
				Total Part	8,112.05
				Total Sublet	378.05
				Total Oil/Lubricant	0.00
				Total MISC/Material	2,535.00
				Subtotal	18,025.10
				Less Discount	0.00
				VAT	2,007.41
				<b>GRAND TOTAL</b>	<b>20,032.51</b>







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-2019-05-00030

Date: May 14, 2019

Month: May

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	075	DBM-General Services Division	General cleaning of aircon and replacement of defective parts from aircon system	1.00	35,000.00	35,000.00

Total P 35,000.00

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

Description For the preventive maintenance of Toyota Hi Ace w/ plate no. SHU 962 assigned to GSD

Requested By:

Approved By:

Signature :

\_\_\_\_\_

\_\_\_\_\_

Printed Name :

\_\_\_\_\_

\_\_\_\_\_

Designation :

\_\_\_\_\_

\_\_\_\_\_

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 : AS  
 Office : AS

Fund Cluster :  
 Responsibility Center Code :  
 RIS No. : AS

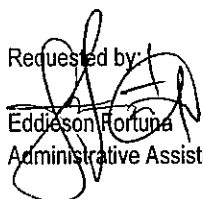
Requisition

Stock Available? Issue

Stock No. Unit Description QTY  
 Stock No. Unit Description Quantity

Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	lot	General cleaning of aircon and replacement of defective parts from aircon system	1		-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the preventive maintenance of aircon of toyota innova w/ plate no SHU 962 assigned to GSD

Signature :  Requested by: Eddieson Fortuna  
 Printed Name : Eddieson Fortuna  
 Designation : Administrative Assistant V  
 Date :

Approved by: Engr. Argee Sta Barbara  
 OIC Chief Administrative Officer

Issued by: Chozas, Michael Dennis D.  
 Administrative Officer IV

Received by: Eddieson Fortuna  
 Administrative Assistant V



DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

04-24-19-184


Date 04/24/2019 Vehicle / Plate No. Toyota Innova SHU-962  
Requisitioning Office/Dept. DBM-COA

Nature and Scope of Last Repair , if any :  
Last aircon repair, December 19, 2017

Complaints/Defects :  
Cleaning of aircon

Parts /components to be Repaired / Replaced:  
Aircon

FINDINGS / OBSERVATIONS:  
For maintenance

  
ROBERT B. MARASIGAN  
Property Inspector

Date : April 24, 2019



## DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 841,880.00 (purchased cost)  
 Unit Description: TOYOTA INNOVA ( DIESEL, M/T )  
 Date Acquired: October 05, 2007  
 End-User: GSD/COA

Red Plate: SHU-962  
 Security Plate:

Date	Work / Repair Done	Amount	Total
<b>2008</b>			
22-Apr	5,000 km check-up	4,898.99	
28-May	repair and installation power lock and alarm	3,920.00	
17-Jul	15,000 km check-up	7,136.95	
22-Dec	25,000 km check-up	11,404.70	
			27,360.64
<b>2009</b>			
06/02/2009	35,000 km check-up	7,620.00	
06/03/2009	maintenance	200.00	
15-Jun	purchase of air freshner	200.00	
06-Jul	purchase of 2 tires	8,590.00	
09-Jul	repair	1,571.94	
10-Jul	maintenance	200.00	
13-Aug	air freshner	200.00	
24-Aug	repair	200.00	
11-Nov	45,000 km check-up	23,143.30	
			41,925.24
<b>2010</b>			
23-Feb	smoke emission test	415.00	
16-Mar	55,000 km check-up	7,644.50	
27-Apr	battery	3,800.00	
04-Jun	maintennce	8,000.00	
21-Jul	repair	5,500.00	
21-Oct	complete service	4,520.00	
			29,879.50
<b>2011</b>			
01-Mar	air freshner	355.00	
24-Mar	80,000 km check-up, tune-up and change oil	11,704.50	
29-Mar	replacement of 4 tires	9,646.00	
16-Jun	participation fee / deductible in connection with repair	3,085.50	
11-Jul	purchase of water proof car cover	1,500.00	
08-Sep	90,000 km check-up, replace brake shoe/pads, shock absorber	14,597.40	
			40,888.40
<b>2012</b>			
21-Mar	100,000 km check-up	19,138.60	
09-May	battery 2smf	6,000.00	
24-Aug	repiar / repainting	14,500.00	
07-Sep	installation of power lock and panel board	1,500.00	
09-Nov	115,000 km check-up, replacement of brake shoe kit/pairs	22,344.74	
			63,483.34
<b>2013</b>			
30-May	change oil and complete service	7,304.00	
27-Jun-13	replacement of wind shield	3,000.00	
31-May-13	replacement of shock absorber and clutch component	20,229.34	
26-Jun-13	replacement of 4 tires and camber alignment ( michelin brand )	22,070.00	
03-Jul-13	shock mounting front left and right	6,978.50	
			59,581.84
<b>2014</b>			
17-Jun-14	change oil and complete service	4,239.00	
11-Sep-14	complete service	5,045.00	
<b>2015</b>			
25-Feb	Replacement of 4 tires w/ camber and wheel alignment	17,540.00	
02-Apr	complete engine service	5,430.00	
12-May	replacement of 2smf battery	6,172.00	
14-May	replacemeent of compressor, ac cleaning and clutch pedal bushing	40,864.00	
21-Jul	change oil	850.00	
<b>2016</b>			
28-Jun	complete engine service	5,268.00	
28-Jul	replacement of 2smf battery	6,172.00	

Date	Work / Repair Done	Amount	Total
24-Aug	aircon cleaning , repair and replacement of defective parts from aircon system	6,630.00	
17-Oct	repair of door lock and replacement of wiper	1,100.00	
18-Nov	Emergency replacement of defective diod rectifier	3,000.00	
21-Dec	Change oil and oil filter	4,374.00	
28-Dec	Wiper blade	700.00	
<b>2017</b>			
23-Jun	complete engine service	5,617.00	
23-Nov	Emergency replacement of head light bulb	250.00	
19-Dec	repair and replacement of defective parts from aircon component and apply aircon cleaning	6,055.76	
27-Dec	Complete engine service	4,284.00	
<b>2018</b>			
07-Jul	replacement of battery, brake pad and shoe, shock absorber	16,832.39	
12-Sep	change oil and oil filter	5,754.00	
18-Oct	Replacement of 4 tires w/ alignment and camber	19,600.00	
<b>2019</b>			
21-Mar	complete engine service	5,169.00	

TOTAL:





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

Name of Payee: FRIGID ZONE AUTO AIRCON SPECIALIST CO.  
 Title of Project: CLEANING OF AIRCON AND REPLACEMENT OF DEFECTIVE PARTS FOR TOYOTA HINOKI SUV 962  
 Contract Cost: 23,000

**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	19-198
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	19-062
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.	

5/19

Received checked items:

J. W. W. W. W. 5/19  
 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"/>	F/SMI (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