



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

PURCHASE ORDER NO. 2019-074

Supplier: Toyota Otis Inc.	Date: June 03, 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: Twenty (20) working days upon receipt of Purchase Order (P.O.)
Date of Delivery: Twenty (20) working days upon receipt of Purchase Order (P.O.)	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 for Toyota Avanza SAA 1144	1	₱ 10,540.95	₱ 10,540.95


(Total Amount In Words)
Ten Thousand Five Hundred Forty Pesos and Ninety Five Centavos ₱ **10,540.95**

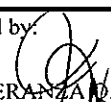
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,

Conforme:


Signature of **MICHAEL FALCES** of Supplier
Date **JUN 10 2019**


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

Funds Availability Certified by:  ESPERANZA D. IGNACIO Chief Accountant	OS No : 021011012019-06-1049 Amount : ₱ 10,540.95 Date : 06/04/19
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Distribution of Copies:
 Original copy for the Supplier's Conformance
 Agency's Central Supply and Property Section for file
 COA Auditor

COA COPY

**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:



AWARDEE

JUN 10 2019

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. 2019-074, we hereby notify you that your Office may proceed with the delivery of the project "20,000 km Check-up for Toyota Avanza SAA 1144", 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 MND


MICHAEL FALCESO JUN 10 2019
Conforme / Date



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

NOTICE OF AWARD

June 03, 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 for Toyota Avanza SAA 1144", is hereby awarded to your company in the amount of Ten Thousand Five Hundred Forty Pesos and Ninety Five Centavos (P 10,540.95).

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


MICHAEL FALCESO JUN 10 2019
Conforme / Date



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

Supplier:	TOYOTA OTIS, INC	PO No.:	01-06001-PO-2019-06-00004
Address:		PO Date:	June 03, 2019
TIN:	003498557000	Bank Name:	
Tel.No.:		Bank/Branch:	
Fax No.:		Bank A/C No.:	
Mode of Procurement:	Small Value Procurement	Account Type:	
Month:	June	PR No.:	01-06001-PR-2019-06-00003
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	Piece	20,000 km Check-up for Toyota Avanza SAA 1144	1.00	10,540.95	10,540.95
Total				₱	10,540.95

(Total Amount in Words) ****TEN THOUSAND FIVE HUNDRED FORTY PESOS AND 95/100****

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	20,000 km Check-up for Toyota Avanza SAA 1144	06/01/2019	06/30/2019		1.00

ABSTRACT OF QUOTATIONS

Project Title: 20,000 km Check-up for Toyota Avanza SAA 1144

ABC: 11,000

Date: June 03, 2019

Qty	Unit	Particulars	Toyota Otis Inc. 564-1811 to 20		Offered Specifications		Toyota Manila Bay Corporation 581-6168		Various Suppliers		
			Unit	Total	Unit	Total	Unit	Total	Unit	Total	
1	lot	20,000 km Check-up for Toyota Avanza SAA 1144	₱ 10,540.95	₱ 10,540.95	20,000 km Check-up for Toyota Avanza SAA 1144	₱ 10,794.12	₱ 10,794.12	Toyota Global City - service@toyotaglobalcity.com Toyota Makiati - gbllegado@toyotamakati.com.ph Toyota Makati - nmambo@toyotamakati.com.ph Toyota Pasig - tpg.servicedepartment@gmail.com Toyota Abad Santos - svc.reminder@toyotaabadsantos.com.ph Toyota Abad Santos - a.datuin@toyotaabadsantos.com.ph Toyota Quezon Avenue - service@toyotaqa.com.ph Toyota Commonwealth Inc. - mrs@icmi.ph Toyota Pasong Tamo - lisette.ballesteros_1@toyotapasongtamo.com Toyota Cubao - t.dayrit@toyotacubao.com.ph			
Total Price				₱ 10,540.95			₱ 10,794.12				
Ranking				1			2				
Remarks			Toyota Otis Inc., having the lowest calculated responsive quotation, considered as the awardee.								

Prepared by:

MARCO A. DAVID
Administrative Officer II

Reviewed by:

JOYCE P. LABAO
OIC-Chief Administrative Officer, PMD

Approved by:

THEA MARIE GRINE F. PALARCA
Director IV, Administrative Service



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

May 17, 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
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1	lot	20,000 km Check-up for Toyota Avanza SAA 1144	P 10,540.95	P 10,540.95
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Total: P 10,540.95

Very truly yours,

JOYCE B. 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 through email.

Please see attached.



SAA1144

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: 003-488-557-00000
 Business Style: Sale of Passenger Motor Vehicles

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

SERVICE QUOTATION

B1DA003586

Page 1 of 1	Business Style:				
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No. +6327359225	Appointment	Z700 Service Quotation	
Date Received 05/30/2019		Business Phone No. +6327359225	Cust. Appt. Time (Rec Time) Date: ___/___/___ Time: ___:___ am/pm	Year/Make/Model 2018/Avanza 1.5G MT - 2K-005	
Time Received 10:47:17AM	757 SOLANO ST.	Mobile No +639267851684	Production Time	Chassis No /VIN/Serial No MHKM5FE3FHK001871	
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Date: ___/___/___ Time: ___:___ am/pm	Colour BLACK METALLIC	CS No A2P603
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	Kilometers KM 20,002	Selling Dealer TMI
	Driver's Name	Driver's Contact No.	Date Made: ___/___/___	Warr Exp KM 100,000	Delivery Date 11/24/2017
			Time Made: ___:___ am/pm	Engine No 2NRF624044	Warr Exp Date 11/24/2020

JOB INSTRUCTION						
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL	
1	X00020	20,000 KM CHECK-UP	4.100	450.00	1,845.00	
1	9004A-43022	GASKET	1	89.29	89.29	
1	15601-BZ030	ELEMENT SUB-ASSY. OI	1	397.32	397.32	
1	08880-83860	TGFS SN:CF 5W-30 1L	4	632.14	2,528.56	
1	08814-80061	ENGINE FLUSH ADDITIVE	1	559.28	559.28	
1	08813-80019	INJECTOR CLEANER GAS	1	716.96	716.96	
1	TOTSM-R3120-EXCNT	SILICON MOULD (TOTSM-R3120-003NT)	1	334.82	334.82	
1	TOTBR-AKECL-EANNT	BRAKE CLEANER	1	177.68	177.68	
1	TOTLM-BRAKE-PSYNT	BRAKE PASTE	1	267.85	267.85	
1	TOTBG BRAKE SXXNT	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	
3	08879-80020	E ROOM COAT TOYOTA	1	327.94	327.94	
3	08879-80010	E ROOM CLEANER TOYOTA	1	327.94	327.94	
3	12099	CAR CARE	1.161	500.00	580.50	
				Total Labor	2,725.50	
				Total Part	6,308.01	
				Total Sablet	378.05	
				Total Oil/Lubricant	0.00	
				Total MISC/Material	0.00	
				Subtotal	9,411.56	
				Less Discount	0.00	
				VAT	1,129.39	
				GRAND TOTAL	10,540.95	



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

May 30, 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	20,000 km Check-up for Toyota Avanza SAA 1144	P 10,794.12	P 10,794.12
			Total:	P 10,794.12

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

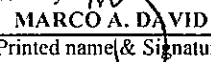
Sherman Caruana

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

SAA1144

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

D3DA004271

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

SERVICE QUOTATION

Page 1 of 1	Business Style:		Appointment		7700 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/Avanza 1.5G MT - 2K-005	
Date Received 05/30/2019	MABINI HALL MALACANANG		Business Phone No.	Date: / /	Chassis No./VIN/Serial No. MHKM5FE3FHK001871	
Time Received 04:42:59PM			Mobile No +639299642990	Time: : : am/pm	Colour BLACK METALLIC	
Purchase Order No	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000	Production Time	Date: / /	Kilometers KM 20,002	Selling Dealer TMI
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: / /	Warr Exp KM 100,000	Delivery Date 11/24/2017
	Driver's Name	Driver's Contact No.	Time Made: : : am/pm	Time Made: : : am/pm	Engine No 2NRF624044	Warr Exp Date 11/24/2020

JOB INSTRUCTION					
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	4.100	450.00	1,845.00
1	15601-BZ030	ELEMENT SUB-ASSY. OI	1	397.32	397.32
1	90430-12031	GASKET	1	33.04	33.04
1	08814-80061	ENGINE FLUSH ADDITIVE	1	559.28	559.28
1	08813-80019	INJECTOR CLEANER GAS	1	716.96	716.96
1	08880-83861	TGFS SN/CF 5W-30 4L	1	2,160.71	2,160.71
1	17801-0Y040	ELEMENT SUB-ASSY. AI	1	662.50	662.50
1	TMB-OCTANE BOOST	OCTANE BOOST	1	716.96	716.96
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_EDL	ENGINE DETAILING	1	879.46	879.46
1	TMB-SUB_MISC	MISCELLANEOUS	1	199.29	199.29
			Total Labor		1,845.00
			Total Part		4,529.81
			Total Sublet		1,078.75
			Total Oil/Lubricant		0.00
			Total MISC/Material		2,184.05
			Subtotal		9,637.61
			Less Discount		0.00
			VAT		1,156.51
			GRAND TOTAL		10,794.12

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/SP08
 Permit-to-Use (PTU) No.: 1803_0124_PTU_CAS_000294
 Date Issued: 03/05/2018
 Valid Until: 02/28/2023
 Series Range: D3DA003001 - D3DZ999669

"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
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

May 30, 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 km Check-up for Toyota Avanza SAA 1144	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, May 30, 2019 at 3:27 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@toyotamanilabay.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:

20,000 km Check-up for Toyota Avanza SAA 1144

Model: Toyota Avanza 1.5 G MT 2018
Engine Number: 2NRF624044
Chassis Number: MHKM5FE3FHK001871

Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova LHK 603

Model: Toyota Innova 2013 MT Diesel
Engine Number: 2KDU232723
Chassis Number: KUN405091763

Thank you,



Marco A. David

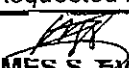
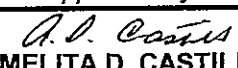
Public Servant
Procurement Management Division
Department of Budget and Management
General Solano St., San Miguel, Malacañang, Manila
Trunkline: 657-3300 local 3115
Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524
Website: www.dbm.gov.ph
Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com

PURCHASE REQUEST

Department: DLO-Senate PR No: **190220** Date: May 7, 2019
 Section: _____ SAI No: _____

<i>Requisition</i>				<i>Issuance</i>	
Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
		20,000 Km. CHECK-UP			P11,348.05
		//			
				Total	P11,348.05

Purpose: For DLO-Senate office use.

	<i>Requested by:</i>	<i>Approved by:</i>
Signature Printed Name Designation	 MARK JAMES S. EVANGELISTA Chief, Budget and Management Specialist, DLO-Senate	 AMELITA D. CASTILLO Assistant Secretary

Department of Budget and Management

RECEIVED

MAY 16 2019

BY: Edo CONTROL NO. _____

Department of Budget and Management

RECEIVED

MAY 23 2019

PROCUREMENT DIVISION

BY: [Signature] 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

Fund Cluster :

Division/Unit :			Responsibility Center Code :			
Office : DLO-Senate			RIS No. :			
Requisition Unit	Description	QTY	Stock Available?		Issue	
			Yes	No	QTY	Remarks
	20,000 KM. CHECK-UP					

Purpose:	For office use				
Requested by:		Approved by:		Issued by:	Received by:
Signature :					
Printed Name :	ROY M. MOJICA	MARK JAMES S. EVANGELISTA			ROY M. MOJICA
Designation :	Administrative Aide IV	Chief, Budget & Mgmt Specialist			Administrative Aide IV
Date :	5/7/2019	5/7/2019			5/7/2019

SAA 1144



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

JRF No: 067
Date: MAY 2, 2019

MOTOR VEHICLE ASSIGNED TO DLO GENAPE

NATURE OF REQUEST:

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

Requested by:
Roy M. Mojica
Administrative Officer / Driver

Approved by:
[Signature]
MARK JAMES S. EVANGELISTA
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: MAY 2

INITIAL FINDINGS/WORKS TO BE DONE:
20,000 km check-up

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

Quantity	Parts Name / Description

Approved by:
[Signature]
EDDIESON A. FORTUNA
Administrative Assistant V

ENGR. ARCEL M. STA. BARBARA
OC-Chief Administrative Officer, GSD



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

05-06-19-194


Date 05/06/2019 Vehicle / Plate No. Toyota Avanza SAA 1144
Requisitioning Office/Dept. OSEC- DLO Senate

Nature and Scope of Last Repair , if any :
Last Engine 10 km check up, Nov. 23, 2018

Complaints/Defects :
20 km Check up

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

FINDINGS / OBSERVATIONS:
For maintenance


ROBERT B. MARASIGAN
Property Inspector

Date : May 6, 2019



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-2019-06-00003

Date: June 03, 2019

Month: June

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Piece	031	DBM-Office Asec-Budget Policy & Strategy Group	Preventive Maintenance for the vehicle assigned to DLO-Senate	1.00	11,348.05	11,348.05

Total P 11,348.05

Amount In Words **ELEVEN THOUSAND THREE HUNDRED FORTY EIGHT PESOS AND 05/100**

Description Preventive Maintenance for the vehicle assigned to DLO-Senate

Requested By:

Approved By:

Signature :

Printed Name :

Designation :



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-2019-05-00053

Date: May 21, 2019

Month: May

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost	
		Code	Description					
1	Piece	031	DBM-Office Asec-Budget Policy & Strategy Group	Preventive Maintenance for the vehicle assigned to DLO-Senate	1.00	11,348.05	11,348.05	
VOID								
						Total	P 11,348.	

Amount In Words: **ELEVEN THOUSAND THREE HUNDRED FORTY EIGHT PESOS AND 05/100**

Description: Preventive Maintenance for the vehicle assigned to DLO-Senate

Requested By:

Approved By:

Signature :

Printed Name :

Designation :



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

Administrative Service – Procurement Management Division
 TRANSMITTAL AND ACTION SLIP

"Please do not detach from the request form"

Subject: PR No. 100220 : 20 km Check-up Toyota Avanza
 End User: DLO-Sendee CAD 1144

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
30 May				Requested End-user to submit 1 valid quote from Toyota Dealership
30 May	Jesse	Margo	30 May	30 June
6/3	AS pmd	FS SUPPLIER	6/3 6/6	For program, PO, NOA, NTP SENT / await TO END

No. of Day/s Completed:

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA OTIS INC.
 Title of Project: 20,000 KM CHECK-UP FOR TOYOTA AVANZA SAA 1147
 Contract Cost: 10,540.78

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 | 19-220 |
| 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 | 19-073 |
| 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. | |

5/3

Received checked items:

[Signature]
 Print Name & Signature

6/13/19
 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"/> | 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