



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA
 TeleFax No. 7354979

PURCHASE ORDER NO. 2019-084

Supplier: Toyota Manila Bay Corporation	Date: June 21, 2019
Address: Roxas Boulevard, corner EDSA extension, Barangay 76, 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: Fifteen (15) working days upon receipt of Purchase Order (PO)
Date of Delivery: Fifteen (15) working days upon receipt of Purchase Order (PO)	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014	1	₱ 17,868.20	₱ 17,868.20

(Total Amount In Words)
Seventeen Thousand Eight Hundred Sixty Eight Pesos and 20/100 ₱ **17,868.20**

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: *Sherman A. Chuama*
 Signature over Printed Name of Supplier
JUN 28 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>Jeffrey D.M. Salarpe</i></u> JEFFREY D.M. SALARPE OIC Chief Accountant	OS No : <u>621611012019-86-1250</u> Amount : <u>₱17,868.20</u> Date : <u>66/26/19</u>
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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

**TERMS AND CONDITIONS
(PURCHASE ORDER)**

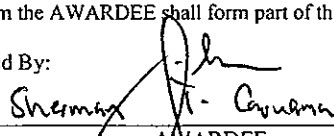
1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.**
2. AWARDDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE 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 AWARDDEE 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 AWARDDEE 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 AWARDDEE, 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE 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 AWARDDEE shall form part of this Purchase Order.

Accepted By:


Sherry M. Cavanna
AWARDEE

JUN 28 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

June 21, 2019

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

Dear Mr. Caruana:

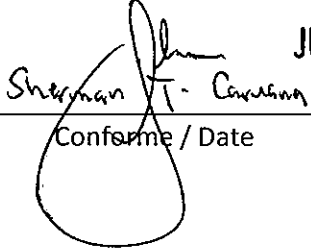
Per attached Purchase Order No. 2019-084, we hereby notify you that your Office may proceed with the delivery of the project *"Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014,"* upon receipt and acceptance of this Notice.

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 F. Caruana
Conforme / Date

JUN 28 2019



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

NOTICE OF AWARD

June 21, 2019

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

Dear Mr. Caruana:

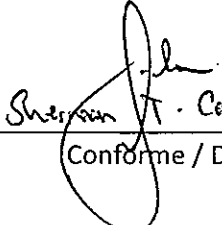
We are pleased to inform you that the project "*Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014,*" is hereby awarded to your company in the amount of Seventeen Thousand Eight Hundred Sixty Eight and Twenty Centavos (P 17,868.20).

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


Sherman A. Caruana
Conforme / Date JUN 28 2019



OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No. : 02101101-2019-04-00125D

Date : June 26, 2019

Fund Cluster: 0

Payee : **TOYOTA MANILA BAY CORPORATION**

Office :

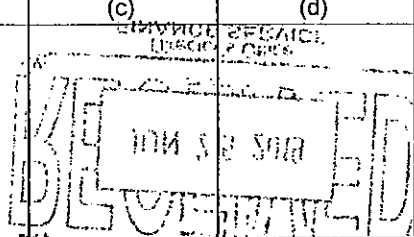
Address: **Roxas Boulevard, corner EDSA extension, Barangay 76, Pasay City**

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
05EC	Payment for the Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014 assigned to the Office of the Secretary	100660/0000/000	5021306001	17,868.20

Purchase Order no. 2019-084 17,868.20

<p>A. Certified : Charges to appropriation /allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal</p> <p>Signature : <u><i>[Signature]</i></u></p> <p>Printed Name : THEA MARIE CORINNE F. PALARCA</p> <p>Position : Director IV, AS</p> <p>Date : Jun 21, 2019</p>	<p>B. Certified : Allotment available and obligated for the purpose/adjustment necessary as indicated above</p> <p>Signature : <u><i>[Signature]</i></u></p> <p>Printed Name : EDEN D. PANGILINAN</p> <p>Position : Head, Budget Division/Unit/Authorized Representative</p> <p>Date : 6-26-19</p>
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C. STATUS OF OBLIGATION							
Reference			Amount				
Date	Particulars	ORS/JEV/Check/ ADA/TRA No.	Obligation	Payable	Payment	Balance	
						Not Yet Due	Due and Demandable
			(a)	(b)	(c)	(d)	(e)





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-2019-06-00011
Address:	Roxas Boulevard corner Edsa Extension, Pasay City, 1300	PO Date:	June 21, 2019
TIN:		Bank Name:	
Tel.No.:	+632 581 6171	Bank/Branch:	
Fax No.:		Bank A/C No.:	
Mode of Procurement:	Small Value Procurement	Account Type:	
Month:	June	PR No.:	01-06001-PR-2019-05-00101
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	Purchase of Stepper/Stepboard and Interior and Exterior Detailing	1.00	17,868.20	17,868.20
Total				₱	17,868.20

(Total Amount in Words) **SEVENTEEN THOUSAND EIGHT HUNDRED SIXTY EIGHT PESOS AND 20/100**

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	Purchase of Stepper/Stepboard and Interior and Exterior Detailing	06/01/2019	06/30/2019		1.00

ABSTRACT OF QUOTATIONS

Project Title: Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014


ABC: 18,000


Date: June 21, 2019

Item/Description		Toyota Manila Bay Corporation 581-6168		Offered Specifications		Toyota Onis Inc. 564-1811 to 20		Various Suppliers		
Qty	Unit	Particulars	Unit	Total	Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014	Unit	Total	Unit	Total	
1	lot	Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014	₱ 17,868.20	₱ 17,868.20	Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014	₱ 18,000.08	₱ 18,000.08	Toyota Global City - service@toyotaglobalcity.com Toyota Makati - 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@tcmi.ph Toyota Pasong Tamo - lisette.ballesteros_1@toyotapasongtamo.com Toyota Cubao - t.dayrit@toyotaucubao.com.ph		
Total Price				₱ 17,868.20			₱ 18,000.08			
Ranking				1			2			
Remarks								Invited suppliers through email but no submission		

Toyota Manila Bay Corporation, having the lowest calculated responsive quotation, considered as the awardee.

Approved by:


JOYCE D. LABAO
 OIC-Chief Administrative Officer, PMD


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


MARCO A. DAVID
 Administrative Officer II

Prepared by:



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

June 18, 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	Supply and Installation of Stepboard and Detailing for Toyota Innova ABP I014	P 17,868.20	P 17,868.20
			Total:	P 17,868.20

Very truly yours!


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

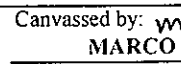
Quoted by:-

Sherman Caruana

Printed name & Signature

Service Advisor

Position/Title

Canvassed by: 

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

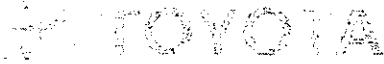
Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979
email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.



ABP1014

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 & Service Major Vehicle

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

SERVICE QUOTATION

D3DA004581

Page 1 of 1	Business Style:				
Customer No. 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No	Appointment Cust. Appt. Time (Rec. Time) Date: / / Time: : am/pm	Z700 Service Quotation	
Date Received 06/18/2019		Business Phone No		Year/Make/Model 2016/Innova 2.8V Dsl A/T - CC WhitePearl	
Time Received 09:50:50AM	MABINI HALL MALACANANG	Mobile No +639299642990	Production Time Date: / / Time: : am/pm	Chassis No /VIN/Serial No PA2AA3EM4G0014346	
Purchase Order No	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000		Colour WHITE PEARL	CS No VO5119
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 24,694	Selling Dealer TMI
	Driver's Name	Driver's Contact No.		Warr Exp KM 0	Delivery Date 11/30/2016
				Engine No. 1GD0223055	Warr Exp Date

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		GJ	0.000	0.00	0.00
1	51760-YZA12	SIDE STEP BOARD	1	9,375.00	9,375.00
1	TMB-SUB_EXDL	EXTERIOR DETAILING - INNOVA/AVANZA/SIEN	1	3,000.00	3,000.00
1	TMB-SUB_IDLL	INTERIOR DETAILING - INNOVA/AVANZA/SIENN	1	2,000.00	2,000.00
1	15099	INSTAL SIDE STEP BOARD	1	500.00	500.00
1	TMB-SUB_MISC	MISCELLANEOUS	1	199.29	199.29
1	TMB-SUB_EDL	ENGINE DETAILING	1	879.46	879.46
		Total Labor			500.00
		Total Part			9,375.00
		Total Sublet			6,078.7
		Total Oil/Lubricant			0.00
		Total MISC/Material			0.00
		Subtotal			15,953.7
		Less Discount			0.00
		VAT			1,914.4
		GRAND TOTAL			17,868.2

Software Provider Address Tax Identification No.	Toyota Motor Philippines Corporation Toyota Special Economic Zone Santa Rosa - Tagaytay Highway Santa Rosa City Laguna 4026 : 090-415-713-02050	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 03/06/2016 02/28/2023 03DA000001 - 03DZ699699
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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
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

June 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	Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014	P 18,000.08	P 18,000.08
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Total: P 18,000.08

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 through email.

Please see attached.



ABP1014

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) 564-0435 / (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

B1DA003736

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)	Year/Make/Model 2016/Innova 2.8V Dsl A/T - CC WhitePearl -	
Date Received 06/17/2019	757 SOLANO ST.	Business Phone No. +6327359225	Date: ___/___/___ Time: ___:___am/pm	Chassis No./VIN/Serial No PA2AA3EM4G0014346	
Time Received 05:09:10PM		Mobile No. +639267851684	Production Time Date: ___/___/___ Time: ___:___am/pm	Colour WHITE PEARL	CS No. VO5119
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Appointment Reconfirmation Date Made: ___/___/___ Time Made: ___:___am/pm	Kilometers KM 24,693	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	Warr Exp KM 0	Delivery Date 11/30/2016	Driver's Name
	Driver's Name	Driver's Contact No.	Engine No. 1GD0223055	Warr Exp Date	

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	12099	INSTALL/SUPPLY STEP BOARD	19.643	500.00	9.821.50
2	12099	INTERIOR DETAILLING	6.250	500.00	3.125.00
3	12099	EXTERIOR DETAILLING	6.250	500.00	3.125.00
			Total Labor		16,071.50
			Total Part		0.00
			Total Sublet		0.00
			Total Oil/Lubricant		0.00
			Total MISC/Material		0.00
			Subtotal		16,071.50
			Less Discount		0.00
			VAT		1,928.58
			GRAND TOTAL		18,000.08



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

June 17, 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	Supply and Installation of Stepboard and Detailing for Toyota Innova ABP 1014	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>

Mon, Jun 17, 2019 at 11:26 AM

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>, Lisette Ballesteros <lisette.ballesteros_1@toyotapasongtamo.com>, Timothy Dayrit <t.dayrit@toyotacubao.com.ph>

Greetings!

May I request for quotation on the following:

Heavy Preventive Maintenance Check-up, Aircon Cleaning and Replacement of Defective Parts for Toyota Hi-Ace SJA 838

- Timing Belt
- Tensioner Bearing
- Idler Bearing

Model: Hi-Ace Diesel MT 2008
Engine number: 2KD1835184
Chassis number: JTFJSO2P000016179

20,000 km Check-up with Aircon Cleaning for Toyota Hi-Ace ABP 1013

Model: Hi-Ace Diesel MT 2017
Engine number: 1KD2665978
Chassis number: JTFJT02P6G5006492

Supply and Installation of Stepboard and Interior and Exterior Detailing for Toyota Innova ABP 1014

Model: Innova 2.8V A/T 2016
Engine number: 1GD0223055
Chassis number: PA2AA3EM4G0014346

Thank you,

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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



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-2019-05-00101

Date: May 31, 2019

Month: May

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	001	DBM-Office of the Secretary Proper	Purchase of Stepper/Stepboard and Interior and Exterior Detailing	1.00	20,000.00	20,000.00

Total P 20,000.00

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

Description: Purchase of Stepper/Stepboard and Interior and Exterior Detailing for Toyota Innova ABP 1014

Requested By: Signature : _____ Printed Name : <u> ANDREA CELENE MAGTALAS </u> Designation : <u> Director IV </u>	Approved By: _____ _____ _____
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PURCHASE REQUEST



Department of Budget and Management
Agency

BTMS PR No. 01-06001-PR-2019-05-0010

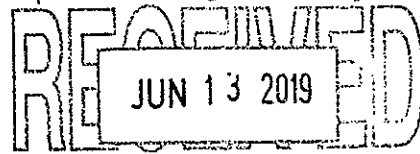
Department Department of Budget & Management PR No. **190254** Date : 5/30/19
 Section Office of the Secretary SAI No. _____ Date : _____

Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
	lot	Purchase of Stepper/Stepboard and Interior and Exterior Detailing	1	20000	20,000.00
					20,000.00


Purpose: For Toyota Innova ABP 1014

Signature Printed Name Designation	Requested by: 	Approved by: 
	ABEGAIL D. IGNA Administrative Officer IV	ANDREA CELENE M. MAGTALAS Director IV

Department of Budget and Management



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	Purchase of Stepper/Stepboard and Interior and Exterior Detailing	1				

Purpose: For Toyota Innova ABP 1014


Requested by:


ABEGAIL M. IGNA

Administrative Officer IV

5/24/2019

Approved by:


ANDREA CELENE M. MAGTALAS

Director IV

5/24/2019

Issued by:

Received by:

Signature :

Printed Name :

Designation :

Date :



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

06-06-19-215

Date 06/06/2019 Vehicle / Plate No. Toyota Innova ABP 1014
Requisitioning Office/Dept. OSEC

Nature and Scope of Last Repair , if any :
20,000 km check up, March 20, 2019

Complaints/Defects :
Purchase of Stepboard/ auto detailing Interior and Exterior

Parts /components to be Repaired / Replaced:

FINDINGS / OBSERVATIONS:
For maintenance

ROBERT B MARASIGAN
Property Inspector

Date : June 6, 2019

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 1,485,448.00
 Unit Description: Toyota Innova 2.8V Dsl A/T
 Date Acquired: November 29, 2016
 End-User: Secretary Janet B. Abuel

Red Plate: VO 5119
 Security Plate: ABP 1014
 Engine no.: 1GD-0223055
 chassis no.: PA2AA3EM4G0014346
 Color: White Pearl

Date	Work / Repair Done	PM Amount	Repair Amount
2017			
16-Jan	1,000 km check-up	5,734.10	
28-Mar	5,000 km check-up	6,016.05	
16-May	Seat Cover	10,500.00	
14-Aug	10000 km check-up and replacement of defective parts	14,551.00	
10-Oct	1 pc tire	5,400.00	
2018			
05-May	15,000 km check-up	19,445.35	
09-Aug	replacement of defective battery	6,690.00	
2019			
20-MARCA	20,000 km check up with basic aircon cleaning and replacement of key remote battery	22,822.44	

91,158.94

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA MANILA BAY CORPORATION
 Title of Project: SUPPLY AND INSTALLATION OF STEPBOARD AND DETAILING FOR TOYOTA INNOVA
 Contract Cost: 17,868.20 APP 1014

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 | 19-0254 |
| 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 | 19-084 |
| 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: | |

m
6/21/19

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"/> | 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

Received checked items:

 Print Name & Signature Date and Time