



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

PURCHASE ORDER NO. 2019-087

Supplier: Toyota Manila Bay Corporation	Date: June 26, 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	20,000 km Check-up and Aircon Cleaning for Toyota Hi-Ace ABP 1013	1	₱ 17,425.08	₱ 17,425.08

(Total Amount In Words)
Seventeen Thousand Four Hundred Twenty Five and 08/100 ₱ **17,425.08**

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 T. Casubian*
Signature over Printed Name of Supplier
JUN 28 2019
Date

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

Funds Availability Certified by: <u><i>JEFFREY DM. BAYARPE</i></u> Chief Accountant	OS No : <u>12101102019-116-1268</u> Amount : <u>₱ 17,425.08</u> Date : <u>6/27/19</u>
--	--

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. 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.

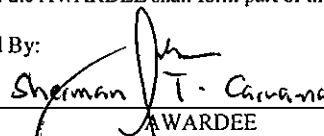
The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. 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 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 25, 2019

Mr. Sherman Caruana
Toyota Manila Bay Corporation
Roxas Boulevard, corner EDSA extension
Barangay 76, Pasay City

Dear Mr. Caruana:

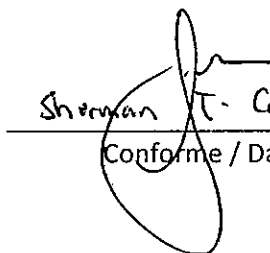
Per attached Purchase Order No. 2019-087, we hereby notify you that your Office may proceed with the delivery of the project "20,000 km Check-up and Aircon Cleaning for Toyota Hi-Ace ABP 1013," upon receipt and acceptance of this Notice.

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 *to*
Director IV, Administrative Service *MAD*


Sherman T. 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 25, 2019

Mr. Sherman Caruana
Toyota Manila Bay Corporation
Roxas Boulevard, corner EDSA extension
Barangay 76, Pasay City

Dear Mr. Caruana:

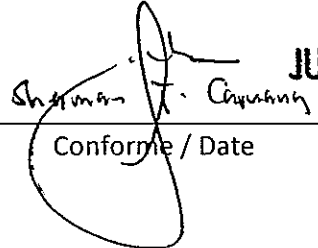
We are pleased to inform you that the project "20,000 km Check-up and Aircon Cleaning for Toyota Hi-Ace ABP 1013," is hereby awarded to your company in the amount of Seventeen Thousand Four Hundred Twenty Five Pesos and Eight Centavos (P 17,425.08).

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 MMD


Sherman T. Caruana
Conforme / Date
JUN 28 2019



OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No. : 0210110-2019-06-07268

Date : June 27, 2019

Fund Cluster: 01

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
AS	Payment for the service 20,000 km check-up and Aircon assigned to AS-GSD.	Cleaning for Toyota 10 0000 0000 000	Hi-Ace ABP 1013 502130 6001	17,425.08

Purchase Order no. 2019-087	17,425.08
-----------------------------	-----------

<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>[Signature]</u></p> <p>Printed Name : <u>THEA MARIE CORINNE F. PALARCA</u></p> <p>Position : <u>Director IV, AS</u></p> <p>Date : <u>Jun 26, 2019</u></p>	<p>B. Certified : Allotment available and obligated for the purpose/adjustment necessary as indicated above</p> <p>Signature : <u>[Signature]</u></p> <p>Printed Name : <u>EDEN D. PANGILINAN</u></p> <p>Position : <u>Head, Budget Division/Unit/Authorized Representative</u></p> <p>Date : <u>6-27-19</u></p>
--	---

C. STATUS OF OBLIGATION							
Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADATRA No.	Obligation	Payable	Payment	Balance	
						(a)	(b)

[Faint stamp and signature at the bottom of the page]



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-2019-06-00016
Address:	Roxas Boulevard corner Edsa Extension, Pasay City, 1300	PO Date:	June 26, 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-2019-06-00051
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	20,000 km check up and aircon cleaning of Toyota Hi-Ace ABP-1013	1.00	17,425.08	17,425.08
Total				₱	17,425.08

(Total Amount in Words) **SEVENTEEN THOUSAND FOUR HUNDRED TWENTY FIVE PESOS AND 08/100**

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 and aircon cleaning of Toyota Hi-Ace ABP-1013	06/01/2019	06/30/2019		1.00

ABSTRACT OF QUOTATIONS

Project Title: 20,000 km Check-up and Aircon Cleaning for Toyota Hi-Ace ABP 1013

ABC: 18,000


Date: June 21, 2019

Qty/Unit	Item/Description	Toyota Manila Bay Corporation 581-6168		Offered Specifications	Toyota Otis Inc. 564-1811 to 20		Various Suppliers		
		Unit	Total		Unit	Total	Unit	Total	
1 lot	20,000 km Check-up and Aircon Cleaning for Toyota Innova ABP 1013	17,425.08	17,425.08	20,000 km Check-up and Aircon Cleaning for Toyota Innova ABP 1013	17,889.14	17,889.14	Toyota Global City - service@toyotaglobalcity.com Toyota Makati - gbllegado@toyotamakati.com.ph Toyota Makati - nmambo@toyotamakati.com.ph Toyota Pasig - ipg.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 - liscite.ballesteros_1@toyotapasongtamo.com Toyota Cubao - l.dayrit@toyotacubao.com.ph		
Total Price			17,425.08			17,889.14			
Ranking			1				2		
Remarks		Toyota Manila Bay Corporation, having the lowest calculated responsive quotation, considered as the awardee.							


Prepared by:

MARCO A. DAVID
Administrative Officer II

Reviewed by:


JOYCE D. LABAO
OIC-Chief Administrative Officer, PMD

Approved by:


THEA MARIE CORINNE F. PALARCA
Director W, Administrative Service M&D



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	20,000 km Check-up and Aircon Cleaning for Toyota Innova ABP 1014	P 17,425.08	P 17,425.08

Total: P 17,425.08

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

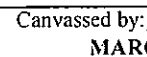
Sherman Caruana

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

ABP1013

SHERMAN T CARUANA

TOYOTA MANILA BAY CORPORATION

Roxas Boulevard, Corner Edsa Extension, Barangay 76
Pasay City, NCR, Fourth District
Philippines, 1300
Tel: (02) 581-6168
Fax: (02) 581-6122
Website: www.toyotamanilabay.com.ph
VAT Reg. TIN: 004-676-716-00000
Business Style: Sales of Passenger Motor Vehicle

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

SERVICE QUOTATION

D3DA004571

Page 1 of 1	Business Style:		Appointment		Z700 Service Quotation	
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT		Home Phone No	Cust. Appl. Time (Rec. Time) Date: ___/___/___ Time: ___:___ am/pm	Year/Make/Model 2017/Hiace Commuter 3.0L Dsl M/T - ZI -	
Date Received 06/18/2019	MABINI HALL MALACANANG		Business Phone No.	Production Time Date: ___/___/___ Time: ___:___ am/pm	Chassis No /VIN/Serial No. JTFJT02P6G5006492	
Time Received 08:07:54AM			Mobile No +639299642990		Colour SILVER METALLIC	CS No VL4987
Purchase Order No.	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000	Assignee's Name	Assignee's Contact No.	Kilometers KM 18.397	Selling Dealer TMI
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Driver's Name	Driver's Contact No.	Appointment Reconfirmation Date Made: ___/___/___ Time Made: ___:___ am/pm	Warr Exp KM 100,000	Delivery Date 01/25/2017	Warr Exp Date 12/23/2019

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	5.300	450.00	2,385.00
1	90915-YZZD2	OIL FILTER 75*85	1	444.91	444.91
1	90430-12031	GASKET	1	33.70	33.70
1	08814-89090	DIESEL ENGINE FLUSH	1	667.59	667.59
1	08813-00660	DSL INJECTOR CLEANER	1	729.30	729.30
1	08880-83860	TGFS SN/CF 5W-30 1L	7	644.82	4,513.74
1	TMB-TBC2	Toyota Brake Cleaner 2	1	317.00	317.00
1	TMB-AGE	AMALIE GREASE 15oz	0.500	569.46	284.73
1	TMB-ASS	AMALIE SILICON SPRAY 10OZ	0.250	579.48	144.87
1	TMB-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
2	0TAM05	TOYOTA AIR CARE SERVICE	1	450.00	450.00
2	08821-80670	AIRCON CLEANER	1	3,346.10	3,346.10
2	PZ974-0K002	FILTER & ACC ASSY. A	1	1,069.42	1,069.42
2	TMB-SUB_AC	TOYOTA AIRCARE KIT	1	50.00	50.00
				Total Labor	2,835.00
				Total Part	10,804.75
				Total Sublet	1,128.75
				Total Oil/Lubricant	0.00
				Total MISC/Material	789.80
				Subtotal	15,558.11
				Less Discount	0.00
				VAT	1,866.97
				GRAND TOTAL	17,425.08

Software Provider Address Tax Identification No.	Toyota Motor Philippines Corporation Toyota Special Economic Zone Santa Rosa - Tagaytay Highway Santa Rosa City Laguna 4026 000-415-713-00000	Software Name Software Version Permit-to-Use (PTU) No. Date Issued Valid Until Series Range	SAP ECC-Dealer Business Management Version 6/EHP 7 0/SP09 1803_0124_P1U_CAS_000294 03/05/2018 02/28/2023 D3DAG00001 - D3DZ989999
--	---	--	---

"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
----------	------	--------	------------	-------------

1	lot	20,000 km Check-up and Aircon Cleaning for Toyota Innova ABP 1014	P 17,889.14	P 17,889.14
---	-----	--	-------------	-------------

Total: P 17,889.14

Very truly yours,

Joyce B. Labao
JOYCE B. LABAO

OIC, Chief Administrative Officer, PMD

Quoted by:

Michael Falceso

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:

Marco A. David
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.



VL4987

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

B1DA003730

Page 1 of 1	Business Style:			2700 Service Quotation	
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No +6327359225	Appointment	Year/Make/Model	
Date Received 06/17/2019		Business Phone No +6327359225	Cust Appt Time (Rec. Time) Date: ___/___/___ Time: ___:___am/pm	2017/Hiace Commuter 3.0L Dsl MIT - ZI -	
Time Received 11:54:01AM	757 SOLANO ST.	Mobile No +639267851684	Production Time	Chassis No./VIN/Serial No. JTFJT02P6G5006492	
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Date: ___/___/___ Time: ___:___am/pm	Colour SILVER METALLIC	CS No VL4987
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 18,396	Selling Dealer TMI
	Driver's Name	Driver's Contact No.		Warr Exp KM 100,000	Delivery Date 01/25/2017
				Engine No. 1KD2665978	Warr Exp Date 12/23/2019

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	X00020	20,000 KM CHECK-UP	5 300	450.00	2,385.00
1	90915-YZZD2	OIL FILTER 75*85	1	444.91	444.91
1	90430-12031	GASKET	1	33.70	33.70
1	08880-83850	TGF'S SNICT 5W-30 1L	8	644.82	5,158.56
1	08813-80019	INJECTOR CLEANER GAS	1	729.30	729.30
1	08814-80051	ENGINE FLUSH ADDITIVE	1	570.49	570.49
1	TOTSM-R3120-EXCNT	SILICON MOULD (TOTSM-R3120-000NT)	1	334.82	334.82
1	TOTBR-AKKECLEANNT	BRAKE CLEANER	1	177.68	177.68
1	TOTLM-BRAKE-PSTNT	BRAKE PASTE	1	267.86	267.86
1	TOTBG BRAKE SSXNT	BRAKE STOP SQUEAL	1	560.38	560.38
1	TOT-MISC-M	MISCELLANEOUS-M	1	378.05	378.05
2	12099	CHECK BATTERY	0 600	500.00	300.00
3	0TAM05	TOYOTA AIR CARE SERVICE	1	450.00	450.00
3	08821-80870	AIRCON CLEANER	1	3,346.10	3,346.10
3	TOT-MISC-AIR	TOYOTA MISC AIR CARE	1	95.98	95.98
3	TOT-AIR	TOYOTA AIR CARE SERVICE	1	50.00	50.00
3	TOTBG-FRIGIFRINT	FRIGI FRESH	1	669.64	669.64
				Total Labor	3,135.00
				Total Part	12,313.42
				Total Sublet	524.03
				Total Oil/Lubricant	0.00
				Total MISC/Material	0.00
				Subtotal	15,972.45
				Less Discount	0.00
				VAT	1,916.69
				GRAND TOTAL	17,889.14



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
----------	------	--------	------------	-------------

1	lot	20,000 km Check-up and Aircon Cleaning for Toyota Innova ABP 1014	P _____ -	P _____ -
---	-----	--	-----------	-----------

Total: P _____ -

Very truly yours,

Joyce D. Labao
 JOYCE D. LABAO

Off-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>, Lissette Ballesteros <lissette.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,



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-2019-06-00051

Date: June 11, 2019

Month: June

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	075	DBM-General Services Division	20,000 km check up and aircon cleaning of Toyota Hi-Ace ABP-1013	1.00	40,000.00	40,000.00

Total P 40,000.00

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

Description 20,000 km check up and aircon cleaning of Toyota Hi-Ace ABP-1013

Requested By:

Approved By:

Signature :

Printed Name :

ARGEE M. STA. BARBARA

Designation :

OIC-Chief Administrative Officer



PH-2019-06-06051

PURCHASE REQUEST

Department of Budget and Management

Agency

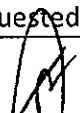

190256

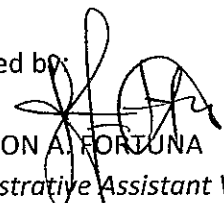
Department: Administrative Service PR No.: _____ Date: June 4, 2019

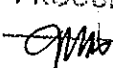
Section: General Service Division SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	20,000 km check-up and aircon cleaning	1		40K

Purpose: For the preventive maintenance of Toyota Hi-ace w/ plate no. ABP 1013 assigned to GSD/Motorpool J. Borja

	Requested by:	Approved by:
Signature:		
Printed Name:	ENGR. ARGEE STA BARBARA	THEA MARIE CORINNE F. PALARCA
Designation	<i>OIC Chief Administrative Officer</i>	<i>Director, AS</i>

Prepared by: 
EDDIESON A. FORTUNA
Administrative Assistant V

Department of Budget and Management
RECEIVED
 JUN 13 2019
 PROCUREMENT DIVISION
 BY:  CONTROL NO. _____

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

REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management
 Division/Unit : AS/Motorpool
 Office : AS/Motorpool

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

Requisition

Stock Available?

Issue

Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
		20,000 km check-up and aircon cleaning					
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the preventive maintenance of Toyota Hi-ace w/ plate no. ABP 1013 assigned to GSD/Motorpool J. Borja

Signature :	Requested by:	Approved by:	Issued by:	Received by:
Printed Name :	Jessie Borja	Engr. Argee Sta Barbara	Chozas, Michael Dennis D.	Jessie Borja
Designation :	Administrative Aide IV	Chief Administrative Officer	Administrative Officer IV	Administrative Aide IV
Date :				



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

05-31-19-212

Date 05/31/2019 Vehicle / Plate No. Toyota Hi-Ace ABP 1013
Requisitioning Office/Dept. AS Motorpool, Driver Borja

Nature and Scope of Last Repair , if any :
15,000 km check up, January 2019

Complaints/Defects :
20,000 km check up

Parts /components to be Repaired / Replaced:
All defective parts

FINDINGS / OBSERVATIONS:
For maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : May 31, 2019

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

JTFJT 02P6G5006A2
1K0 2665978

Vehicle Price:
Unit Description: TOYOTA HI-ACE COMMUTER 3.0L DSL M/T
Date Acquired: January 24, 2017
End-User: OSEC BACK-UP

Red Plate: VL 4987
Security Plate:

Date	Work / Repair Done	Amount	Total
2017			
13-May	1000 km check up	5,335.65	
05-Apr	5,000 km check-up	4,556.00	
14-Aug	10000 km check-up	14,101.00	
2018			
05-May	15 km check-up	18,455.46	

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA MANILA BAY CORPORATION

Title of Project: 20,000 KM CHECK-UP AND AIRCON CLEANING FOR TOYOTA HI-ACE ABP 1013

Contract Cost: 17,425.00

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 | 19-0256 |
| 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 | 19-057 |
| 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. | |

W
6/26

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"/> | 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