



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT**

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Trunkline: 657-3300

PURCHASE ORDER NO. 2019-097

Supplier: Toyota Otis Inc.	Date: July 08, 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	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova LHK 604	1	P 24,198.12	P 24,198.12

(Total Amount In Words)
Twenty Four Thousand One Hundred Ninety Eight and 12/100 P 24,198.12

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

Very truly yours,

Conforme:

Signature over Printed Name of Supplier
JUL 15 2019

Date

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

Funds Availability Certified by: JEFFREY DM GALARPE OIC - Accounting Division	OS No : <u>0216/10/2019-07-1798</u> Amount : <u>P24,198.12</u> Date : <u>07/10/19</u>
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Distribution of Copies:
/ / Original copy for the Supplier's Conforme
/ / Agency's Central Supply and Property Section for file
/ / COA Auditor

**TERMS AND CONDITIONS
(PURCHASE ORDER)**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.
3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III , Gen. Solano St., San Miguel, Manila , not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.
5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.
7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By:



AWARDEE

JUL 15 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

July 08, 2019

Mr. Michael Falceso
Toyota Otis Inc.
1770 P.M. Guazon Street
Barangay 831, Paco, Manila

Dear Mr. Falceso:

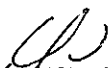
Per attached Purchase Order No. 2019-097, we hereby notify you that your Office may proceed with the delivery of the project *"Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova LHK 604,"* upon receipt and acceptance of this Notice.

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 RA 7720


MICHAEL V. FALCESO

Conforme / Date

JUL 15 2019



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

NOTICE OF AWARD

July 08, 2019

Mr. Michael Falceso
Toyota Otis Inc.
1770 P.M. Guazon Street
Barangay 831, Paco, Manila

Dear Mr. Falceso:


We are pleased to inform you that the project *"Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova LHK 604,"* is hereby awarded to your company in the amount of Twenty Four Thousand One Hundred Ninety Eight and Twelve Centavos (P 24,198.12).

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 JUL 15 2019
Conforme / Date

ABSTRACT OF QUOTATIONS

Project Title: Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova LHK 604
 ABC: 25,000
 Date: July 08, 2019

Qty/Unit	Item/Description	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	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova LHK 604	P 24,198.12	P 24,198.12	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova LHK 604	P 24,904.77	P 24,904.77	Toyota Global City - service@toyotaglobalcity.com Toyota Makati - gbllegado@toyotamakati.com.ph Toyota Makati - mmambo@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			P 24,198.12				P 24,904.77		
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 LABAO
 OIC-Chief Administrative Officer, PMD

Approved by:


THEA MARIE CORONEL PALARCA
 Director IV, Administrative Service



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

July 04, 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	Heavy Kilomter Check-up and Replacement of Timing Belt for Toyota Innova L.HK 604	P 24,198.12	P 24,198.12
Total:			P	24,198.12

Very truly yours,


JOYCEL D. LABAO

OIC, Chief Administrative Officer, PMD


Quoted by:

Michael Falceso

Printed name & Signature

Service Advisor

Position/Title

Canvassed by: 

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

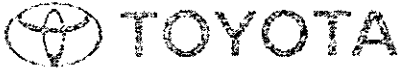
Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.



LHK604

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
 YAF Reg. TIN: 003-438-557-0000
 Business Style: Sale of Passenger Motor Vehicles

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

SERVICE QUOTATION

B1DA003918

Page 1 of 1	Business Style:				
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No +6327359225	Appointment Cust. Appr. Time (Rec. Time) Date: ___/___/___ Time: ___:___am/pm	Z700 Service Quotation	
Date Received 07/04/2019		Business Phone No +6327359225		Year/Make/Model 2011/Innova 2.5E Dsl M/T - AA - 044	
Time Received 11:16:48AM	757 SOLANO ST.	Mobile No +639267851684	Production Time Date: ___/___/___ Time: ___:___am/pm	Chassis No./VIN/Serial No KUN405091682	
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Appointment Reconfirmation Date Made: ___/___/___ Time Made: ___:___am/pm	Colour BRONZE MICA	CS No TT0195
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 No 100,000	Kilometers KM 11,043	Selling Dealer TMI
	Dr. vet's Name	Driver's Contact No	Engine No 2KDU231662	Delivery Date 02/08/2013	Warr Exp Date

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	ISP5501	SMILE TIMING BELT FRONT CRANKSHAFT AN	2 100	500 00	1 050 00
1	SK*4S-MILE5-01	SK SMILE50: IMV	1	9 057 38	9 057 38
1	TOT-SMILE2	SMILE PROMO 2	1	239 05	239 05
2	00915-YZZU2	OIL FILTER 75*85	1	444 91	444 91
2	90430-12031	GASKET	1	33 70	33 70
2	06880-83560	TGFS SN-CF 6W-30 1L	7	644 82	4 513 74
2	06814-80090	DSL ENGINE FLUSH	1	667 59	667 59
2	06813-00860	DSL INJECTOR CLEANER	1	729 30	729 30
2	TOTSM-R3120-EXCNT	SILICON MOULD (TOTSM-R3120-000NT)	1	334 82	334 82
2	TOTBR-AKECL-EANNT	BRAKE CLEANER	1	177 68	177 68
2	TOTLM-BRAKE-PSTNT	BRAKE PASTE	1	267 86	267 86
2	TOT-MISC-M	MISCELLANEOUS-M	1	378 05	378 05
2	X00100	<u>100 000 KM CHECK-UP</u>	5 300	430 00	2 385 00
3	06879-60010	E ROOM CLEANER TOYOTA	1	327 94	327 94
3	06875-60020	E ROOM COAT TOYOTA	1	327 94	327 94
3	12099	CAR CARE	1 341	500 00	670 50
				Total Labor	4 185 52
				Total Part	16 882 86
				Total Sabel	617 11
				Total O.P.Lubricant	0 00
				Total MISC/Material	0 00
				Subtotal	21,605.47
				Less Discount	0 00
				VAT	2 592 65
				GRAND TOTAL	24,198.12

CONFIRMED

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

July 04, 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
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1	lot	Heavy Kilomter Check-up and Replacement of Timing Belt for Toyota Innova LHK 604	P 24,904.77	P 24,904.77
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Total: P 24,904.77

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

LHK604

SHERMAN T CARUANA

TOYOTA MANILA BAY CORPORATION
 Roxas Boulevard, Corner Edsa Extension, Barangay 78
 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

D3DA004867

Page 1 of 1	Business Style:			
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT		Home Phone No	Appointment
Date Received 07/04/2019	MABINI HALL MALACANANG		Business Phone No	Cust Appt Time (Rec Time)
Time Received 12:49:15PM			Mobile No +639299642990	Date: / /
Purchase Order No	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000	Production Time	Chassis No /VIN/Serial No KUN405091682
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	Date: / /	Colour BRONZE MICA
	Driver's Name	Driver's Contact No	Time: : am/pm	Kilometers KM 11,043
			Appointment Reconfirmation	CS No TT0195
			Date Made: / /	Selling Dealer TMI
			Time Made: : am/pm	Warr Exp KM 100,000
				Delivery Date 02/08/2013
				Engine No 2KDU231662
				Warr Exp Date

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		EM	0.000	0.00	0.00
1	X0C100	100,000 KM CHECK-UP	5.300	450.00	2,365.00
1	9G430-12031	GASKET	1	33.70	33.70
1	90915-YZZD2	OIL FILTER 75*85	1	444.91	444.91
1	08814-80090	DSL ENGINE FLUSH	1	667.59	667.59
1	08813-00860	DSL INJECTOR CLEANER	1	729.30	729.30
1	08880-83860	TGFS SN/CF 5W-30 1L	7	644.82	4,513.74
1	17801-YZZA1	ELEMENT SUB-ASSY	1	1,360.62	1,360.62
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-SUB_EDL	ENGINE DETAILING	1	879.46	879.46
1	TMB-SUB_MISC	MISCELLANEOUS	1	199.29	199.29
2	1SP5501	SMILE - TIMING BELT, FRONT CRANKSHAFT AN	2.100	500.00	1,050.00
2	SK14S-MILE5-01	SK, SMILE501 IMV	1	9,057.38	9,057.38
2	TMB-SUB_SP	SMILE 5	1	168.81	168.81
		Total Labor			3,435.00
		Total Part			16,807.24
		Total Sublet			1,247.56
		Total Oil/Lubricant			0.00
		Total MISC/Material			748.60
		Subtotal			22,236.40
		Less Discount			0.00
		VAT			2,668.37
		GRAND TOTAL			24,904.77

Software Provider Address Tax Identification No	Toyota Motor Philippines Corporation Toyota Special Economic Zone, Santa Rosa, Tagaytay Highway, Santa Rosa City, Laguna, 4025 004-414-713-00000	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/SPCS 1803_0124_PTU_CAS_000294 03-05-2018 02/28/2023 D3DA000001 - D3DZ699694
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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

July 03, 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	Heavy Kilomter Check-up and Replacement of Timing Belt for Toyota Innova LHK 604	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: W

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>

Wed, Jul 3, 2019 at 4:19 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 <gbillegado@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 for the following:

Heavy Kilometer Check-up and Replacement of Defective Timing Belt for Toyota Innova LHK 604

Model: 2013 Toyota Innova

Engine number: 2KDU231662

Chassis number: KUN405091682

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 of Budget and Management

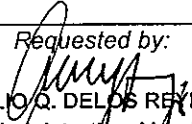
Agency

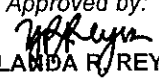
Department Section: FISCAL PLANNING AND REFORMS BUREAU
OFFICE OF THE DIRECTOR PR No. 100284 Date: 28-Jun-19
 SAI No. : _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Heavy kilometer check-up, and replacement of timing belt.	1	35,000.00	35,000.00
		***** nothing follows *****			

Purpose : For Toyota Innova LHK 604 assigned to FPRB-DBCC.

Signature
 Printed Name
 Designation
 Date

Requested by:

 AURELIO Q. DELOS REYES JR.
 Administrative Aide IV
 June 26, 2019

Approved by:

 YOLANDA F. REYES
 OIC-Director, FPRB
 June 28, 2019



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 : OFFICE OF THE DIRECTOR				Responsibility Center Code :			
Office : FISCAL PLANNING AND REFORMS BUREAU				RIS No. :			
		Requisition		Stock Available?		Issue	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	lot	Heavy kilometer check-up and replacement of timing belt.	1		-		
		xxxx-nothing follows-xxx			-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: For Toyota Innova LHK 604 assigned to FPRB-DBCC.

Signature :	Requested by: AURELIO Q. DELOS REYES JR. Administrative Aide IV June 28, 2019	Approved by: YO LANDA H. REYES OIC-Director, FPRB June 28, 2019	Issued by:	Received by: AURELIO Q. DELOS REYES JR. Administrative Aide IV
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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-2019-06-00118

Date: June 28, 2019

Month: June

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	010	DBM-Fiscal Planning and Reforms Bureau	Heavy kilometer check-up and replacement of timing belt	1.00	35,000.00	35,000.00

Total P 35,000.00

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

Description Heavy kilometer check-up and replacement of timing belt

	Requested By:	Approved By:
Signature :	_____	_____
Printed Name :	_____	_____
Designation :	_____	_____

LHK 604



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

TOYOTA INNOVA

JRF No:

098

Date:

JUNE 25, 2019

MOTOR VEHICLE ASSIGNED TO

FPRB (DBCC)

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery
- Change Tire
- Aircon Repair
- Engine Repair
- Others (specify) HEAVY KM
CHECK-UP AND REPLACEMENT
OF TIMING BELT

Requested by:

[Signature]
MR. AURELIO DELOS REYES, JR.
Administrative Officer / Driver

Approved by:

[Signature]
MS. YBLANDA REYES
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation:

INITIAL FINDINGS/WORKS TO BE DONE:

HEAVY KILOMETER CHECK-UP AND REPLACEMENT OF
TIMING BELT

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

Quantity	Parts Name / Description

EVALUATED BY:
[Signature]
EDDIESON A. FORTUNA
Administrative Assistant V

APPROVED BY:
[Signature]
ENGR. ARGEE M. STA. BARBARA
OIC-Chief Administrative Officer, GSD



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

06-26-19-224

Date 06/26/2019 Vehicle / Plate No. Toyota Innova LHK 604
Requisitioning Office/Dept. FPRB (DBCC)

Nature and Scope of Last Repair , if any :

Replacement of Battery

Complaints/Defects :

Complete engine check up and replacement of timing belt

Parts /components to be Repaired / Replaced:

All defective parts

FINDINGS / OBSERVATIONS:

For maintenance


ROBERT B. MARASIGAN
Property Inspector

Date : June 26, 2019

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 982,800.00
Unit Description: TOYOTA INNOVA (DIESEL, M/T)
Date Acquired: February 13, 2013
End-User: Director R. Toledo

Red Plate: SKS-243
Security Plate: LHK-604

Date	Work / Repair Done	Amount	Total
2013			
04-Feb	thunder alarm w/ remote	5,000.00	
14-Feb	side step board	6,265.00	
22-Feb	rain gutter	1,300.00	
26-Mar-13	1000 km check-up	2,019.64	
28-May-13	5000 km check-up	5,079.98	
17-Aug-13	10000 km check-up	7,389.04	
2014			
12-Mar	complete engine service	5,595.00	
01-Apr	25,000 km check-up w/ general cleaning of aircon	11,000.00	
01-Jul	complete engine service	7,000.00	
10-Oct	40,000 km complete engine service		
2015			
11-Mar	50,000 km check-up	16,232.00	
12-Mar	replacement of tires w/ camber and wheel alignment	17,540.00	
29-Jun	complete engine service	5,318.00	
13-Jul	replacement of 2smf battery	6,172.00	
04-Dec	change oil		
2016			
11-Jan	purchase of floor matting	700.00	
31-Mar	75,000 km check-up	5,380.00	
08-Jun	complete engine service	5,153.00	
18-Jul	Repair and replacement of defective parts from aircon system and clutch component	45,275.25	
13-Sep	change oil	4,247.00	
23-Dec	replacement of 2smf battery	6,172.00	
2017			
22-Mar-17	90,000 km check-up and replacement of defective parts	16,547.65	
11-Sep	Complete engine service	5,617.00	
16-Nov	Body detailing w/ vacuum	150.00	
29-Dec	Aircon cleaning	6,169.00	
2018			
07-Feb	Replacement of defective expansion valve	3,360.00	
27-Mar	complete engine service	7,139.00	
26-Jul	general cleaning of aircon (cooling coil F/R, expansion valve F/R etc.)	16,600.00	
28-Sep	Change oil	4,369.00	
27-Dec	replacement of defective battery	6,760.00	
2019			

229,549.56



Km or MV

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

PO 2019 097

Administrative Service – Procurement Management Division

TRANSMITTAL AND ACTION SLIP

"Please do not detach from the request form"

Subject: PR No. 140284: Km Check Up Innova LHK Golf
End User: Dir. FFRB

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
2 July	Joyce	mdrco	3 July	2 Aug
9 July				7/3 EMAIL SENT
				mdrco, have the Job request form Signed by Eng. Algee prior to issuance of P.O.
	pmd	TS	7/10	FOR OBR
				BTBS file Approval of Dir. Jolly, STILL NOT KNOWLEDGEABLE, FOR BTBS COACHING.
	Accts	Budget	07/16	for obligation pls

No. of Day/s Completed: _____

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA OTIS INC.

Title of Project: HEAVY KILOMETRE CHECK-UP AND REPLACEMENT OF TIMING BELT FOR TOYOTA INNOVA LRU 604

Contract Cost: 24,199.12

CHECKLIST OF DOCUMENTS

REMARKS

Checklist of documents forwarded to Finance Service for:

A. FUNDING (OBLIGATION AND CAF)

1. Purchase Request/ APP
2. Pre-Inspection Report
3. Obligation Request and Status
4. Eligibility Documents of Suppliers
5. Purchase Order/Contract
6. Request for Price Quotation
7. Abstract of Quotation
8. Notice of Award
9. Notice to Proceed
10. Distribution List
11. Other Documents, if any.

19-284

19-097

up

8/7

Received checked items:

Print Name & Signature

Date and Time

B. PROCESSING OF PAYMENT (DV)

1. Obligation Request and Status
3. Pre-Inspection Report
4. Inspection and Acceptance Report
5. Delivery Receipt
6. Sales Invoice/ Statement of Account
7. Warranty/Guaranty Certificate
8. Purchase Request / APP
9. Purchase Order/Contract
10. Request for Price Quotation
11. Abstract of Quotation
12. Notice of Award
13. Notice to Proceed
14. Distribution List
15. Certificate of Acceptance from End-user
16. FSMI (Report of Supplies and Materials Issued)
17. RIS (Requisition and Issue Slip)
18. ICS (Inventory Custodian Slip)
19. PAR (Property Acknowledgement Receipt)
20. WMR (Waste Material Report)
21. 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