



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

PURCHASE ORDER NO. 2019-100

Supplier: Toyota Manila Bay Corporation	Date: July 18, 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	80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015	1	₱ 22,050.95	₱ 22,050.95
	lot	Replacement of Wiper Blades and Car Battery for Toyota Innova ABE 1007	1	₱ 9,646.34	₱ 9,646.34

(Total Amount In Words)
Thirty One Thousand Six Hundred Ninety Seven Pesos and Twenty Nine Centavos ₱ **31,697.29**

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: *Sherman T. Caviana*
 Signature over Printed Name of Supplier
 Date: **JUL 26 2019**
 THEA MARIE CORINNE F. PALARCA
 Director IV, Administrative Service ^{MAD}
 Authorized Official
 (Representing End User)

Funds Availability Certified by: JEFFREY DM. PALARPE OIC - Accounting Division	OS No : <u>011611012019-07-1429</u> Amount : <u>₱ 31,697.29</u> Date : <u>06/19/19</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.

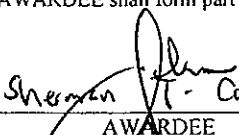
The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.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


Sherman T. Caruana
AWARDEE

JUL 26 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 18, 2019

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

Dear Mr. Caruana:

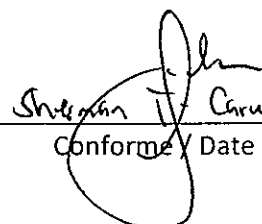
Per attached Purchase Order No. 2019-100, we hereby notify you that your Office may proceed with the delivery of the Project, "80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015 and Replacement of Wiper Blades and Car Battery for Toyota Innova ABE 1007", upon receipt 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


JUL 26 2019
Conforme Date



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

NOTICE OF AWARD

July 18, 2019

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

Dear Mr. Caruana:

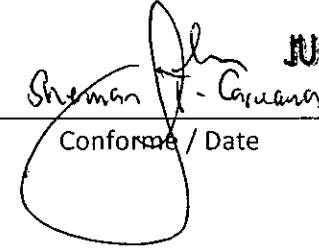
We are pleased to inform you that the Project, *"80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015 and Replacement of Wiper Blades and Car Battery for Toyota Innova ABE 1007,"* is hereby awarded to your company in the amount of Thirty One Thousand Six Hundred Ninety Seven and Twenty Nine Centavos (P 31,697.29).

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 MAP


Sherman Caruana
Conforme / Date
JUL 26 2019



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-2019-07-00023
Address:	Roxas Boulevard corner Edsa Extension, Pasay City, 1300	PO Date:	July 18, 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:	July	PR No.:	01-06001-PR-2019-07-00050
Fund Cluster:	01 - Regular Agency Fund		
Funding Source:	01101101 - Specific Budgets of National Government Agencies		

Sir/Madam:

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

Delivery Terms: 10 working days upon receipt of the PO

Payment Terms: 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	Replacement of car battery for ABE 1007	1.00	7,720.00	7,720.00
2	Set	Replacement of wiper blades for ABE 1007	1.00	1,926.34	1,926.34
3	Lot	80,000 Km Check-up and replacement of defective gas filter for Toyota Innova ABE-1015	1.00	22,050.95	22,050.95
Total				P	31,697.29

(Total Amount in Words) **THIRTY ONE THOUSAND SIX HUNDRED NINETY SEVEN PESOS AND 29/100**

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	Replacement of car battery for ABE 1007	07/01/2019	07/31/2019		1.00
2	Replacement of wiper blades for ABE 1007	07/01/2019	07/31/2019		1.00
3	80,000 Km Check-up and replacement of defective gas filter for Toyota Innova ABE-1015	07/01/2019	07/31/2019		1.00

ABSTRACT OF QUOTATIONS

Project Title: "80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015" and "Replacement of Wiper Blades and Car Battery for Toyota Innova ABE 1007".

ABC: 23-000

Date: July 17, 2019

Qty	Unit	Item/Description		Toyota Manila Bay Corporation 581-6168		Offered Specifications	Toyota Otis Inc. 564-1811		Various Suppliers	
		Particulars	Unit	Total	Unit		Total	Unit	Total	
1	lot	80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015	₱ 22,050.95	₱ 22,050.95	₱ 29,961.38	80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015	₱ 29,961.38	₱ 29,961.38	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@toyotaclubao.com.ph	
1	lot	Replacement of Wiper Blades and Car Battery for Toyota Innova ABE 1007	₱ 9,646.34	₱ 9,646.34	₱ 11,039.32	Replacement of Wiper Blades and Car Battery for Toyota Innova ABE 1007	₱ 11,039.32	₱ 11,039.32		
Total Price				₱ 31,697.29				₱ 41,000.70		
Ranking				1				2		
Remarks		Invited suppliers through email but no submission								

Reviewed by: *[Signature]* JOYCED. LABAO
OIC-Chief Administrative Officer, PMD

Approved by: *[Signature]*
THEA MARIE CORINNET PALARCA
Director IV, Administrative Service MAD

[Signature]
MARCO A. DAVID
Administrative Officer II



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

July 10, 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	80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015	P 22,050.95	P 22,050.95
Total:			P	22,050.95

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

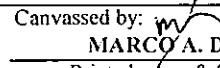
Sherman Caruana

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:


MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

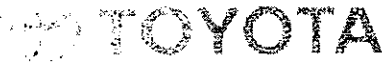
Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.



ABE1015

SHERMAN T CARUANA

TOYOTA MANILA BAY CORPORATION

Roxas Boulevard, Corner Edsa Extension, Barangay 76
Pasay City, NCR, Fourth District,
Philippines, 1300
Tel: (02) 581-6158
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

D3DA004983

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. Appt. Time (Rec Time) Date: / / Time: : am/pm	Year/Make/Model 2012/Innova 2.5E Dsl M/T - AA - 050	
Date Received 07/10/2019	MABINI HALL MALACANANG		Business Phone No.	Production Time Date: / / Time: : am/pm	Chassis No./VIN/Serial No KUN405102900	
Time Received 12:00:04PM	Email Address davidmarcodbm@gmail.com		Mobile No +639299642990	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Colour DARK BROWN MICA	CS No TZ4483
Purchase Order No.	Assignee's Name		TIN 449-457-018-00000	Warr Exp KM 100,000	Kilometers KM 81,237	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		Assignee's Contact No.	Engine No 2KDS279691	Delivery Date 12/13/2013	
Driver's Contact No.			Time Made: : am/pm	Warr Exp Date		

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		EM	0.000	0.00	0.00
1	X00080	80,000 KM CHECK-UP	9.900	450.00	4,455.00
1	90430-12031	GASKET	1	33.70	33.70
1	17801-YZZA1	ELEMENT SUB-ASSY.	1	1,360.62	1,360.62
1	90915-YZZD2	OIL FILTER 75*85	1	444.91	444.91
1	08823-80002	BRAKE FLUID	2	195.74	393.48
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	23390-YZZA1	MVP ELEMENT FUEL FIL	1	867.01	867.01
1	08896-81016	TATF	1	517.32	517.32
1	08685-81510	TGDG GL-5 85W-90	3	285.09	855.27
1	08889-80071	TSLC (2 LITERS)	2	360.87	721.34
1	08885-81520	TGMG GL-4 75W-90	3	304.20	912.60
1	TMB-TBC2	Toyota Brake Cleaner 2	1	317.00	317.00
1	TMB-AGE	AMALIE GREASE 15oz	0.500	569.45	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
1	90917-11036	FILTER, GAS	1	1,391.12	1,391.12
				Total Labor	4,455.00
				Total Part	13,406.00
				Total Sublet	1,078.75
				Total Oil/Lubricant	0.00
				Total Misc./Material	746.50
				Subtotal	19,688.35
				Less Discount	0.00
				VAT	2,362.50
				GRAND TOTAL	22,050.95

Software Provider	Toyota Motor Philippines Corporation	Software Name	SAP ECC-Dealer Business Management
Address	Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna 4026	Software Version	Version 6/EHP 7 0/SP09
Tax Identification No.	000-415-713-00000	Permit-to-Use (PTU) No.	1803_0124_PTU_CAS_000294
		Date Issued	03/05/2018
		Valid Until	02/28/2023
		Series Range	D3DA000001 - D3D7595959

"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 10, 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	Replacement of Defective Wiper Blades and Car Battery for Toyota Innova ABE 1007	P 9,646.34	P 9,646.34
			Total:	P 9,646.34

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: mdaavid@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.



TZ3430

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 / Maintenance

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

SERVICE QUOTATION

D3DA004987

Page 1 of 1	Business Style:				Z700 Service Quotation	
Customer No. 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT		Home Phone No	Appointment Cust. Appt. Time (Rec Time)		Year/Make/Model 2012/Innova 2.5E Dsl M/T - AA - 050
Date Received 07/10/2019			Business Phone No	Date: / / Time: : am/pm		Chassis No /VIN/Serial No KUN405102737
Time Received 02:18:16PM	MABINI HALL MALACANANG		Mobile No. +639299642990	Production Time Date: / / Time: : am/pm		Colour DARK BROWN MICA
Purchase Order No	Email Address davidmarcodbm@gmail.com		TIN 449-457-018-00000	Appointment Reconfirmation Date Made: / / Time Made: : am/pm		CS No TZ3430
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 100,000		Selling Dealer TMI
	Driver's Name		Driver's Contact No	Engine No. 2KDS284597		Delivery Date 11/29/2013
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	15099	ALL WIPER BLADE	0 300	500.00	150 00
1	85220-YZZC2	MVP WIPER BLADE	1	425.31	425 31
1	85220-YZZD4	MVP WIPER BLADE	1	480 89	480 89
1	85242-0K010	BLADE, RR WIPER	1	464 46	464 46
1	28800-YZZNN	BATTERY 80D26L	1	6,892.86	6,892 86
1	TMB-SUB_MISC	MISCELLANEOUS	1	199 29	199 29
			Total Labor		150 00
			Total Part		8,263 52
			Total Sublet		159 29
			Total Oil/Lubricant		0 00
			Total MISC/Material		0 00
			Subtotal		8,612.81
			Less Discount		0 00
			VAT		1,033 63
			GRAND TOTAL		9,646.34

Software Provider	Toyota Motor Philippines Corporation	Software Name	SAP ECC-Dealer Business Management
Address	Toyota Special Economic Zone Santa Rosa - Tagaytay Highway Santa Rosa City Laguna 4025	Software Version	Version 5/EHP 7 0/SP09
Tax Identification No.	: 005-415-713-00000	Permit-to-Use (PTU) No.	1803_0124_PTU_CAS_000294
		Date Issued	03/06/2018
		Valid Until	02/28/2023
		Series Range	D3DA000001 - D3DZ999999

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

July 10, 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	80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015	P <u>29,961.38</u>	P <u>29,961.38</u>
Total:			P	<u>29,961.38</u>

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

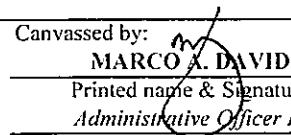
Michael Falceso

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:


MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

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

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.



ABE1015

Michael Falceso

TOYOTA OTIS, INC.
 1770 F.M. Guazon St. Barangay 831 Pace NCR.
 City of Manila, First District, 1007
 Tel: (02) 564-1811 to 20
 Fax: (02) 564-0435 (02) 328-5933
 Website: www.toyotaotis.com.ph
 VAT Reg. TIN: 003-198-557-00000
 Business Style: Sale of Passenger Motor Vehicles

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

SERVICE QUOTATION

B1DA003705

Page 1 of 1	Business Style:				7700 Service Quotation	
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT		Home Phone No +6327359225	Appointment Cust. Appt. Time (Rec. Time) Date: / / Time: : : am/pm	Year/Make/Model 2012Toyota 2.5E Dsl MT - AA - 050	
Date Received 06/14/2019	757 SOLANO ST.		Business Phone No +6327359225		Chassis No /VIN/Serial No KUN405102900	
Time Received 11:22:23AM	Ema. Address a@o		Mobile No +639267851684	Production Time Date: / / Time: : : am/pm	Cover DARK BROWN MICA	CS No TZ4483
Purchase Order No	Assignee's Name		TIN 449-457-018-00000	Appointment Reconfirmation Date Made: / / Time Made: : : am/pm	Kilometers KM 81,236	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		Assignee's Contact No	Warr Exp KM 100,000	Delivery Date 12/13/2013	Warr Exp Date
			Driver's Contact No	Engine No 2KDS279691		

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	12099	REPLACE AIR FILTER/ GAS FILTER	5	500.00	2,500.00
1	17801-YZZA1	ELEMENT SUB-ASSY	1	1,360.62	1,360.62
1	90917-11035	FILTER, GAS	1	1,391.12	1,391.12
1	TOT-MISC-M	MISCELLANEOUS-M	1	378.05	378.05
2	TOTSM-R3120-EXCNT	SILICON MOULD (TOTSM-R3120-000NT)	1	334.82	334.82
2	X05080	80 300 KM CHECK-UP	9.900	450.00	4,455.00
2	90430-12031	GASKET	1	33.70	33.70
2	90915-YZZD7	OIL FILTER 75*85	1	444.91	444.91
2	06885-80918	TGDC (GL-5 25W-90)	2	285.09	570.18
2	06820-80000	BRAKE FLUID	3	166.74	500.22
2	06880-82360	TOPS SN/CF 5W-30 1L	7	644.82	4,513.74
2	TOTDF-CARB4-CYLNT	ENG DE CARB 4 CYLINDER	1	3,660.71	3,660.71
2	06814-80090	DSL ENGINE FLUSH	1	607.59	607.59
2	06813-00560	DSL INJECTOR CLEANER	1	729.30	729.30
2	TOTBR-AKECL-EANNT	BRAKE CLEANER	1	177.68	177.68
2	TOTLM-BRAKE-PSTNT	BRAKE PASTE	1	267.86	267.86
2	TOTBG-BRAKE-SSXNT	BRAKE STOP SOUPAL	1	580.36	580.36
2	TOTBS-FRIGI-FRENT	FRIGI FRESH	1	660.64	660.64
2	06886-80217	TGMG (GL-4 80W-90)	4	304.20	1,216.80
2	06609-60071	TSLC (2 LITERS)	2	360.67	721.34
2	06880-81015	TATF	1	517.32	517.32
2	23390-YZZA1	MVP EFFICIENT FUEL FIL	1	667.01	667.01
3	12000	CHECK BATTERY	0.600	500.00	300.00
				Total Labor	7,255.00
				Total Part	19,116.19
				Total Sublet	378.05
				Total Oil/Lubricant	0.00
				Total Misc/Material	0.00
				Subtotal	26,751.23
				Less Discount	0.00
				VAT	3,210.15
				GRAND TOTAL	29,961.38



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

July 10, 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	Replacement of Defective Wiper Blades and Car Battery for Toyota Innova ABE 1007	P 11,039.32	P 11,039.32
---	-----	--	-------------	-------------

Total: P 11,039.32

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Michael Falceso

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

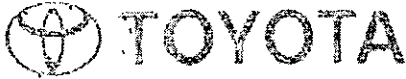
Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.



TZ3430

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

B1DA003978

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	Year/Make/Model	
Date Received 07/10/2019		Business Phone No. +6327359225	Cust Appt. Time (Rec. Time) Date: ___/___/___ Time: ___:___ am/pm	2012/Innova 2.5E Dsl M/T - AA - 050	
Time Received 06:45:02AM	757 SOLANO ST.	Mobile No. +639267851684	Production Time	Chassis No./VIN/Serial No. KUN405102737	
Purchase Order No	Email Address _____a@o	TIN 449-457-018-00000	Date: ___/___/___ Time: ___:___ am/pm	Colour DARK BROWN MICA	CS No TZ3430
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name	Assignee's Contact No	Appointment Reconfirmation	Kilometers KM 5,209	Selling Dealer TMI
	Driver's Name	Driver's Contact No.	Date Made: ___/___/___ Time Made: ___:___ am/pm	Warr Exp KM 100,000	Delivery Date 11/29/2013
				Engine No 2KDS284597	Warr Exp Date.

JOB INSTRUCTION

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	12099	REPLACE BATTERY	1	500.00	500.00
1	26800-YZZNN	BATTERY.80D26L	1	6,892.86	6,892.86
2	12099	REPLACE FRONT AND REAR WIPER BLADE	1	500.00	500.00
2	85212-0K070	BLADE, FR WIPER, RH	1	640.27	640.27
2	85220-YZZD4	MVP WIPER BLADE	1	480.89	480.89
2	85242-0K010	BLADE, RR WIPER	1	464.46	464.46
2	TOT-MISC-M	MISCELLANEOUS-M	1	378.05	378.05
				Total Labor	1,000.00
				Total Part	8,478.48
				Total Sublet	378.05
				Total Oil/Lubricant	0.00
				Total MISC:Material	0.00
				Subtotal	9,856.53
				Less Discount	0.00
				VAT	1,182.79
				GRAND TOTAL	11,039.32



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

July 09, 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	80,000 km Check-up and Replacement of Defective Gas Filter for Toyota Innova ABE 1015	P _____ -	P _____ -
			Total:	P _____ -

Very truly yours,


 JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

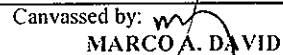
Quoted by:

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 (Revised and Updated)

MARCO A. DAVID <mdavid@dbm.gov.ph>

Tue, Jul 9, 2019 at 6:34 PM

Bcc: Michael Falceso <falcesomichael02@gmail.com>, servicetoyotaotis@gmail.com, Jonathan Culla <jonathan.culla@toyotaotis.com.ph>, michael.falceso@toyotaotis.com.ph, Toyota Global City Service <service@toyotaglobalcity.com>, Toyota Makati Service <gbllegado@toyotamakati.com.ph>, "Toyota Makati Inc." <nmambo@toyotamakati.com.ph>, Service Department Toyota Pasig <tpg.servicedepartment@gmail.com>, svc.reminder@toyotaabadsantos.com.ph, a.datuin@toyotaabadsantos.com.ph, Bong Salcedo <v.salcedo@toyotacubao.com.ph>, Toyota Quezon Avenue <service@toyotaqa.com.ph>, Sherman Bob Caruana <s.caruana@toyotamanilabay.com.ph>, Toyota Commonwealth Service <mrs@tcmi.ph>, Lisette Ballesteros <lisette.ballesteros_1@toyotapasongtamo.com>, Timothy Dayrit <t.dayrit@toyotacubao.com.ph>

Greetings!

May I request for quotation on the following:

Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1013

Model: Toyota Innova 2.5 E DLS 2014
Engine number: 2KDS284703
Chassis number: KUN405102754

Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1003

Model: Toyota Innova 2.5 E DLS 2014
Engine number: 2KDU405287
Chassis number: KUN405102847

80,000 km Check-up and Replacement of Defective Gas Filter

Model: Toyota Innova 2.5 E DLS 2014
Engine number: 2KD279691
Chassis number: KUN405102900

Replacement of Defective Battery and Front and Rear Wiper Blades

Model: Toyota Innova 2.5 E DLS 2014
Engine number: 2KDS284597
Chassis number: KUN405102737

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
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

July 09, 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	Replacement of Defective Wiper Blades and Car Battery for Toyota Innova ABE 1007	P _____ -	P _____ -
---	-----	--	-----------	-----------

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: mdauid@dbm.gov.ph

Remarks:

Invited suppliers through email but no submission.

Request for Quotation (Revised and Updated)

MARCO A. DAVID <mdavid@dbm.gov.ph>

Tue, Jul 9, 2019 at 6:34 PM

Bcc: Michael Falceso <falcesomichael02@gmail.com>, servicetoyotaotis@gmail.com, Jonathan Culla <jonathan.culla@toyotaotis.com.ph>, michael.falceso@toyotaotis.com.ph, Toyota Global City Service <service@toyotaglobalcity.com>, Toyota Makati Service <gbllegado@toyotamakati.com.ph>, "Toyota Makati Inc." <nmambo@toyotamakati.com.ph>, Service Department Toyota Pasig <tpg.servicedepartment@gmail.com>, svc.reminder@toyotaabadsantos.com.ph, a.datuin@toyotaabadsantos.com.ph, Bong Salcedo <v.salcedo@toyotacubao.com.ph>, Toyota Quezon Avenue <service@toyotaqa.com.ph>, Sherman Bob Caruana <s.caruana@toyotamanilabay.com.ph>, Toyota Commonwealth Service <mrs@tcmi.ph>, Lisette Ballesteros <lisette.ballesteros_1@toyotapasongtamo.com>, Timothy Dayrit <t.dayrit@toyotacubao.com.ph>

Greetings!

May I request for quotation on the following:

Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1013

Model: Toyota Innova 2.5 E DLS 2014
Engine number: 2KDS284703
Chassis number: KUN405102754

Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1003

Model: Toyota Innova 2.5 E DLS 2014
Engine number: 2KDU405287
Chassis number: KUN405102847

80,000 km Check-up and Replacement of Defective Gas Filter

Model: Toyota Innova 2.5 E DLS 2014
Engine number: 2KD279691
Chassis number: KUN405102900

Replacement of Defective Battery and Front and Rear Wiper Blades

Model: Toyota Innova 2.5 E DLS 2014
Engine number: 2KDS284597
Chassis number: KUN405102737

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

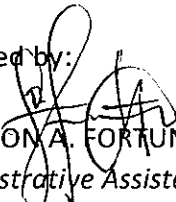
100307

Department: Administrative Service PR No.: _____ Date: July 2, 2019
 Section: General Service Division SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	80,000 kilometer check-up and replacement of	1		29,800.00
		defective filter gas			

Purpose: For the preventive maintenance and corrective of Toyota Innova w/ plate no. ABE 1015 assigned to GSD

	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

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

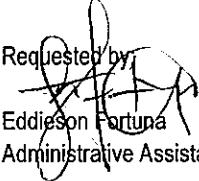
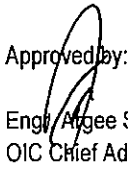
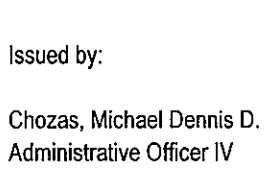
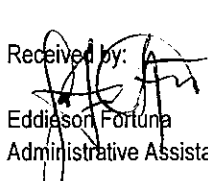
REQUISITION AND ISSUE SLIP

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

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

Stock No.	Unit	Description	QTY	Stock Available?		Issue	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	QTY	Remarks
	lot	80,000 kilometer check-up and replacement of defective filter gas	1		-		

Purpose: For the preventive maintenance and corrective of Toyota Innova w/ plate no. ABE 1015

Signature :		Approved by:		Issued by:		Received by:	
Printed Name :	Eddieson Fortuna		Engr/ Argee Sta Barbara		Chozas, Michael Dennis D.		Eddieson Fortuna
Designation :	Administrative Assistant V		OIC Chief Administrative Officer		Administrative Officer IV		Administrative Assistant V
Date :							



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

07-02-19-234

Date 02/07/2019 Vehicle / Plate No. TOYOTA INNOVA ABE1015
Requisitioning Office/Dept. AS-GSD

Nature and Scope of Last Repair , if any :
Replacement of Clutch component

Complaints/Defects :
PMS, change oil 80km check up

Parts /components to be Repaired / Replaced:
PMS Change Oil

FINDINGS / OBSERVATIONS:
PMS Change oil

~~Handwritten scribbles~~

1906147

Michael Dennis Chozas
Property Inspector

Date : July 02, 2019

ARE 1015



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

JRF No:
Date:

107
JUNE 27, 2019

MOTOR VEHICLE ASSIGNED TO

GSD

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery

- Change Tire
- Aircon Repair
- Engine Repair

Others (specify) HEAVY ICM CHECK-UP,
DELAYED ACCELERATION AND
PICK-UP

Requested by:

[Signature]

Approved by:

Administrative Officer / Driver

Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation:

INITIAL FINDINGS/WORKS TO BE DONE:

80000 km check-up and replacement of defective
FILTER OIL

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. ARGE M. STA. BARBARA
OIC-Chief Administrative Officer, GSD

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 1,001,027,79
Unit Description: TOYOTA INNOVA 2.5 E DLS / 2014
Date Aquired: January 23,2014
End-User: Director R. Ruiz

Red Plate: SHR 895
Security Plate: ABE 1015
Engine No. 2KDS279691
Chassis No. KUN405102900

Date	Work / Repair Done	Amount	Total
2014			
27-Jan	Installation of Rain Gutter	2,000.00	
27-Jan	Installation of Alarm	5,900.00	
07-May	1,000 km check-up	5,079.98	
05-Jun	5,000 km check-up	5,080.01	
16-Oct	10,000 complete engine servcice	6,675.00	
	Repair thru insurance		
2015			
26-Mar	20,000 km check up	12,495.00	
10-Jun	complete engine service	5,318.00	
28-Sep	aircon cleaning	5,500.00	
13-Nov	30,000 km check-up	9,008.90	
2016			
04-Feb	replacement of 2smf	6,172.00	
11-Jul	replacement of 4 tires w/ camber and wheel alignment	20,600.00	
11-May	complete engine service	3,933.00	
04-Aug	complete engine service	6,268.00	
2017			
17-May	55000 km check-up amd wiper	25,065.17	
06-Nov	aircon cleaning	6,160.00	
2018			
23-Feb	complete engine service	5,719.00	
18-Jun	Battery 2smf	6,900.00	
20-Jun	alternator pulley	4,450.00	
23-Oct	Change oil	4,369.00	
11-Dec	Clutch component	14,503.00	
2019			

161,196.06



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-2019-07-00050

Date: July 18, 2019

Month: July

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	075	DBM-General Services Division	80,000 Km Check-up and replacement of defective gas filter for Toyota Innova ABE-1015	1.00	22,050.95	22,050.95
						Total	₱ 22,050.95

Amount In Words **TWENTY TWO THOUSAND FIFTY PESOS AND 95/100**

Description 80,000 Km Check-up and replacement of defective gas filter for Toyota Innova ABE-1015

Requested By:

Approved By:

Signature :

Printed Name :

ARGEE M. STA. BARBARA

Designation :

OIC-Chief Administrative Officer



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

Administrative Service – Procurement Management Division
TRANSMITTAL AND ACTION SLIP
"Please do not detach from the request form"

Subject: PR NO 190507 80k km Check Up ABC 10/5 Innov 9
End User: AS GSO

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
9 July	Joyce	marco	9 July 7/9	8 Aug EMAIL BLIST MADE

No. of Day/s Completed:

PURCHASE REQUEST

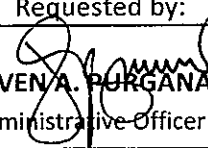
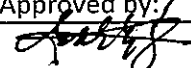


**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA**

Department: DBM Agency: _____ PR No.: 190303 Date: July 8, 2019
 Section: IAS-OD SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	set	Wiper Blades	1	800.00	800.00
	pc.	Car Battery	1	7,000.00	7,000.00

Purpose: For replacement

Signature:	Requested by:  JOVENA PURGANAN Administrative Officer III	Approved by:
Printed Name:		 DANTE B. DE CHAVEZ
Designation		Director IV, Internal Audit Service

BTMS PR #: 01-06001-PR-2019-07-00026



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

REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management
 Division/Unit : Internal Audit Service (IAS)
 Office : Internal Audit Service (IAS)

Fund Cluster : Responsibility Center Code :
 RIS No. :

Stock No.	Stock No.	Unit		Description	QTY	Quantity	Stock Available?		Issue		Remarks
		Unit	Description				Yes	No	QTY	Quantity	
		set	wiper blades			1			-		
		pc	battery			1			-		
									-		
									-		
									-		
									-		
									-		
									-		
									-		
									-		

Purpose: For replacement

Requested by: *Jovan A. Purganan*
 JOVAN A. PURGANAN
 Administrative Officer III
 7/8/2019

Approved by: *Dante B. de Chavez*
 DANTE B. DE CHAVEZ
 Director, IAS
 7/8/2019

Issued by: _____
 Received by: _____

1906159

ENT OF BUDGET AND MANAGEMENT
INSPECTION REPORT

07-02-19-232

Vehicle / Plate No.
DIR DE CHAVEZ

Toyota Innova ABE 1007

Nature and Scope of Last repair, if any :

Complete engine service

Complaints/Defects :

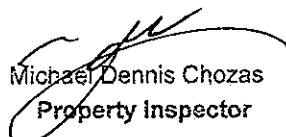
Defective Battery

Parts /components to be Repaired / Replaced:

Battery

FINDINGS / OBSERVATIONS:

For replacement


Michael Dennis Chozas
Property Inspector

Date : July 02, 2019

CRBE 1007



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

TOYOTA INNOVA

JRF No:

105

Date:

JUNE 27, 2019

MOTOR VEHICLE ASSIGNED TO

IAS DIR. D. DE CHAVEZ

NATURE OF REQUEST:

Complte Service

Change Tire

Others (specify)

Aircon Cleaning

Aircon Repair

Change Battery

Engine Repair

Requested by:

ISAGANI A. PONSILLO
Administrative Officer / Driver

Approved by:

DANTE B. DE CHAVEZ June 27, 2019
Director IV IAS
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation:

INITIAL FINDINGS/WORKS TO BE DONE:

REPLACEMENT OF BATTERY

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

Quantity	Parts Name / Description

EVALUATED BY:

EDDIESON A. FORTUNA
Administrative Assistant V

APPROVED BY:

ENGR. ARGEN M. STA. BARBARA
OIC-Chief Administrative Officer, GSD



1906/61

**ID MANAGEM
REPORT**

Purchase Request
BTMS P 800 800
REIS

07-02-19-231

Date
Requisitioning

No. Toyota Innova ABE 1007

Nature and Scope

Complete engine service

Complaints/Defects :

Defective wiper

Parts /components to be Repaired / Replaced:

Wiper blades

FINDINGS / OBSERVATIONS:

For replacement


Michael Dennis Chozas
Property Inspector

Date : July 02, 2019



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

ABE1007
TOYOTA INNOVA

JRF No: 104
Date: JUNE 27, 2019

MOTOR VEHICLE ASSIGNED TO IAS PIR. DE CHAVEZ

NATURE OF REQUEST:

- Complete Service
 Aircon Cleaning
 Change Battery
 Change Tire
 Aircon Repair
 Engine Repair
 Others (specify) TIN WIPER RUBBER

Requested by: John A. Ponghon 6/27/19
ISAGANI A. PONGHON
Administrative Officer / Driver

Approved by: [Signature]
DANTE B. DE CHAVEZ
Bureau/Service/Office Head

To be filled by Motorpool Unit: Director IV, IAS

Date of Motor Vehicle Evaluation: _____

INITIAL FINDINGS/WORKS TO BE DONE:
REPLACEMENT OF WIPER

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. ARCEL M. STA. BARBARA
OIC-Chief Administrative Officer, GSD

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 1,001,027.79
Unit Description: TOYOTA INNOVA 2.5 E DLS / 2014
Date Acquired: January 23,2014
End-User: Director Dante De Chavez

Red Plate: SHR 887
Security Plate: ABE 1007
Engine No. 2KDS284597
Chassis No. KUN405102737

Date	Work / Repair Done	Amount	Total
2014			
27-Jan	Installation of Rain Gutter	2,000.00	
27-Jan	Installation of Alarm	5,900.00	
07-May	1,000 km check-up	5,079.98	
	5,000 km check-up	5,080.01	
2015			
11-Feb	change oil	3,983.00	
30-Jun	change oil	3,983.00	
28-Sep	aircon cleaning	5,500.00	
08-Dec	change oil	3,933.00	
2016			
11-Jul	replacement of 4 tires w/ camber and wheel alignment	20,600.00	
23-Dec	change oil and oil filter	4,282.00	
2017			
06-Mar	Emergency replacement of 2smf battery	5,750.00	
28-Sep	40000 km check-up	28,259.75	
2018			
09-Feb	complete engine service	7,309.00	
28-Sep	Change oil	4,369.00	
04-Dec	wiper front and rear	850.00	
2019			
26-Mar	complete engine service	5,804.00	

112,682.74

DEPARTMENT OF BUDGET AND MANAGEMENT

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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-2019-07-00026

Date: July 08, 2019

Month: July

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Piece	006	DBM-Internal Audit Service	Replacement of car battery for ABE 1007	1.00	7,000.00	7,000.00
2	Set	006	DBM-Internal Audit Service	Replacement of wiper blades for ABE 1007	1.00	800.00	800.00

Total P 7,800.00

Amount In Words **SEVEN THOUSAND EIGHT HUNDRED PESOS AND 00/100**

Description Replacement of car battery and wiper blades for ABE 1007

Requested By:

Approved By:

Signature :

Printed Name :

Joven A. Purganan

DANTE B. DE CHAVEZ

Designation :

Administrative Officer III

Director IV, IAS



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

Administrative Service – Procurement Management Division

TRANSMITTAL AND ACTION SLIP

"Please do not detach from the request form"

Subject: PR No. 190303 ; Wiper Blade, Battery Innova ABE 1007
End User: IAS

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
7 July	Joye	Marco	7 July	8 Aug 2019
			7/9	EMAIL BLAST MADE

No. of Day/s Completed:	
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

PO 2019-100

Administrative Service (AS) and Finance Service (FS)
TRANSMITTAL AND ACTION SLIP

TOYOTA MANILA SA
CORPORATION

"Please do not detach from the request form"

Rm of Mr

PR 303 + 307

Subject: 80,000 KM CHECK-UP AND REPLACEMENT OF DEFECTIVE GAS FILTER FOR TOYOTA INNOVA
End User: AS-TSD / IAS ABE 1015 AND REPLACEMENT OF WIPER BLADES AND CAR BATTERY
FOR TOYOTA INNOVA ABE 1007

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
	PMD	DIR. TREA	7/18	FOR SIGNATURE
			7/25	PO NOA RTP SENT VIA EMAIL, ORIG c/o MR. ED OF MOTORPOOL

No. of Day/s Completed:	
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ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA MANILA BAY CORPORATION
 Title of Project: 30K Km Vup / Replacmt of 64 filter for toyota innova AGE 1018 / Replacmt of wiper blades
 Contract Cost: 31,617.29 air car Bulby fr

CHECKLIST OF DOCUMENTS

REMARKS Toyota Inno AGE 1007

Checklist of documents forwarded to Finance Service for:

A. FUNDING (OBLIGATION AND CAF)

- | | | | |
|-----|-------------------------------------|------------------------------------|-----------|
| 1. | <input checked="" type="checkbox"/> | Purchase Request/ APP | 303 f 307 |
| 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 | 19-100 |
| 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. | |

07/18

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