



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

PURCHASE ORDER NO. 2019-102

Supplier: Toyota Manila Bay Corporation	Date: July 19, 2019
Address: <u>Roxas Boulevard, corner EDSA extension,</u> <u>Barangay 76, Pasay City</u>	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
	lots	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 and ABE 1003	2	₱ 24,904.77	₱ 49,809.54

(Total Amount In Words)
Forty Nine Thousand Eight Hundred Nine Pesos and Fifty Four Centavos ₱ **49,809.54**

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:

Shepherd T. Caravana

 Signature over Printed Name of Supplier
JUL 24 2019

 Date

Thea Marie Corina F. Palarca

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

Funds Availability Certified by: JEFFREY DM GALARPE OIC- Accounting Division	OS No : <u>021011012019-07-1439</u> Amount : <u>₱ 49,809.54</u> Date : <u>07/19/19</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.

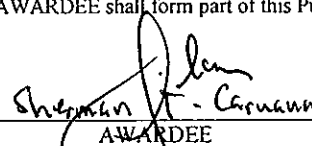
The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.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


AWARDEE

JUL 24 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 19, 2019

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

Dear Mr. Caruana:

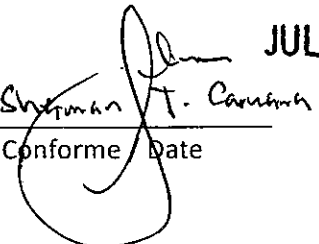
Per attached Purchase Order No. 2019-102, we hereby notify you that your Office may proceed with the delivery of the project *"Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 and ABE 1003,"* upon receipt and acceptance of this Notice.

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 24 2019
Sherman T. Caruana
Conforme Date



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

NOTICE OF AWARD

July 19, 2019

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

Dear Mr. Caruana:

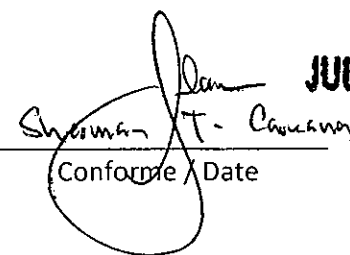
We are pleased to inform you that the project "*Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 and ABE 1003,*" is hereby awarded to your company in the amount of Seventeen Thousand Eight Hundred Sixty Eight and Twenty Centavos (P 17,868.20).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,


THEA MARIE CORINNE F. PALARCA^{CH}
Director IV, Administrative Service MAD

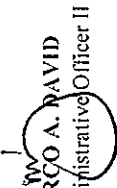

Sherman T. Caruana
Conforme / Date
JUL 24 2019

ABSTRACT OF QUOTATIONS


Project Title: Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 and ABE 1003
 ABC: 49,900
 Date: July 19, 2019

Item/Description		Toyota Manila Bay Corporation 581-6168		Offered Specifications		Toyota Otis Inc. 564-1811 to 20		Various Suppliers		
Qty	Unit	Unit	Total	Unit	Total	Unit	Total	Unit	Total	
2	lots	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 and ABE 1003	24,904.77	49,809.54	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 and ABE 1003	28,548.57	57,097.14	Toyota Global City - service@toyotaglobalcity.com Toyota Makati - gbllegado@toyotamakati.com.ph Toyota Makati - nmambo@toyotamakati.com.ph Toyota Pasig - lpg.service@toyotapasing.com.ph Toyota Abad Santos - svc.reminder@toyotaabadsantos.com.ph Toyota Abad Santos - a.datuini@toyotaabadsantos.com.ph Toyota Quezon Avenue - service@toyotaqa.com.ph Toyota Commonwealth Inc. - nrs@tcmi.ph Toyota Pasong Tamo - lisette.ballesteros_1@toyotapasongtamo.com Toyota Cubao - t.dayrit@toyotaacubao.com.ph		
Total Price			49,809.54				57,097.14			
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:


JOSE D. LABAO
 OIC-Chief Administrative Officer, PMD

Approved by:


THEA MARIE CORINA M. FALARCA
 Director IV, Administrative Service
 MAD

Invited suppliers through email but no submission



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

07/10/2019

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
2	lots	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 ABE 1003	P 24,904.77	P 49,809.54
			Total:	P 49,809.54

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: m david@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.

TOYOTA

ABE1003

ABE 1018

SHERMAN T CARUANA

TOYOTA MANILA BAY CORPORATION

Roxas Boulevard, Corner EDSA Extension, Barangay 76 Pasay City, NCR, Fourth District, Philippines 1300
 Tel (02) 561-6168
 Fax (02) 581-6122
 Website: www.toyotamanilabay.com.ph
 VAT Reg. TIN: 004-676-716-00000
 Business Style: Sales of Passenger Motor Vehicle

D3DA004981

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

SERVICE QUOTATION

Page 1 of 1	Business Style:		Appointment		7700 Service Quotation	
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT		Home Phone No.	Cust. Appt. Time (Rec. Time)	Year/Make/Model 2012/Innova 2.5E Dsl M/T - AA - 050	
Date Received 07/10/2019	MABINI HALL MALACANANG		Business Phone No.	Date: / /	Chassis No /VIN/Serial No KUN405102847	
Time Received 11:55:29AM	Email Address davidmarcodbm@gmail.com		Mobile No +639299642990	Time: : am/pm	Production Time	Colour THERMALYTE
Purchase Order No	Assignee's Name		TIN 449-457-018-00000	Date: / /	Time: : am/pm	CS No TZ4162
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	Appointment Reconfirmation Date Made: / /		Kilometers KM 3
			Driver's Contact No	Time Made: : am/pm		Selling Dealer TOT
						Warr Exp KM 100,000
						Delivery Date 11/30/2013
						Engine No. 2KDU405287
						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	X00100	100,000 KM CHECK-UP	5 300	450.00	2 385 00
1	90430-12031	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	17801-YZZA1	ELEMENT SUB-ASSY.	1	1 360 62	1 360 62
1	08880-83860	TGFS SNI/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 100Z	0 250	579 46	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-MILES-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		746 60
			Subtotal		22,236.40
			Less Discount		0 00
			VAT		2 866 37
			GRAND TOTAL		24,904.77

Software Provider: Toyota Motor Philippines Corporation
 Address: Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna 4028
 Tax Identification No.: 050-415-713-00000

Software Name: SAP ECC-Dealer Business Management
 Software Version: Version 6/EHP 7 0/SP09
 Permit-to-Use (PTU) No.: 1803_0124_PTU_CAS_000294
 Date Issued: 03/05/2018
 Valid Until: 02/28/2023
 Series Range: D3DA000001 - D3DZ999999

"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."

Customer Copy



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

07/10/2019

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
2	lots	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 ABE 1003	P 28,548.57	P 57,097.14
			Total:	P 57,097.14

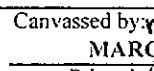
Very truly yours,


JOYCEL B. LABAO
OIC-Chief Administrative Officer, PMD

Quoted by:

Michael Falceso
Printed name & Signature
Service Advisor
Position/Title

Canvassed by:


MARCO A. DAVID
Printed name & Signature
Administrative Officer II
Position/Title

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

Remarks:

Quotation obtained through email.
Please see attached.



ABE1003

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: 003-498-557-30000
 Business Style: Sale of Passenger Motor Vehicles

↑ ABE 1018

- Repeat Repair
- Appointment
- Walk-in
- Waiting
- Non Waiting

SERVICE QUOTATION

B1DA003977

Page 1 of 1	Business Style:			
Customer No 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT 757 SOLANO ST.	Home Phone No +6327359225	Appointment: Cust Appt Time (Rec Time)	7700 Service Quotation
Date Received 07/10/2019		Business Phone No +6327359225	Date: / / Time: : am/pm	Year/Make/Model 2012/Innova 2.5E Dsl M/T - AA - 050
Time Received 06:34:45AM		Mobile No +639267851684	Production Time Date: / / Time: : am/pm	Chassis No /VIN/Serial No KUN405102847
Purchase Order No		TIN 449-457-018-00000	Colour THERMALYTE	CS No. TZ4162
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Email Address a@o	Assignee's Name	Assignee's Contact No	Appointment Reconfirmation Date Made: / / Time Made: : am/pm
	Driver's Name	Driver's Contact No	Warr Exp KM 100,000	Delivery Date 11/30/2013
			Engine No. 2KDU405287	Warr Exp Date

JOB INSTRUCTION

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	X00100	100,000 KM CHECK-UP	5 300	450 00	2,385 00
1	90430-12031	GASKET	1	33 70	33 70
1	00915-YZZD2	OIL FILTER 75*85	1	444 91	444 91
1	02890-83860	TGFS SN/CF 5W-30 1L	7	644 82	4,513 74
1	TOT0E-CARB4-CYLNT	ENG DECARB 4 CYLINDE	1	3,660 71	3,660 71
1	08813-00860	DSL INJECTOR CLEANER	1	729 30	729 30
1	08814-80090	DSL ENGINE FLUSH	1	667 59	667 59
1	TOTSM-R3120-EXCNT	SILICON MOULD (TOTSM-R3120-000NT)	1	334 82	334 82
1	TOTBR-AKECI-FANNT	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	580 36	580 36
1	TOTBG-FRIGI-FRENT	FRIGI FRESH	1	669 64	669 64
1	TOT-MISC-M	MISCELLANEOUS-M	1	378 05	378 05
2	12099	CHECK BATTERY	0 600	500 00	300 00
3	1SP5501	SMILE - TIMING BELT, FRONT CRANKSHAFT AN	2 100	500 00	1,050 00
3	SK14S-MILE5-01	SK, SMILE501 IMV	1	9,057 38	9,057 38
3	TOT-SMILE2	SMILE PROMO 2	1	239 06	239 06
				Total Labor	3 735 00
				Total Part	21 137 69
				Total Sublet	617 11
				Total Oil/Lubricant	0 00
				Total MiSC/Material	0 00
				Subtotal	25,489.80
				Less Discount	0 00
				VAT	3 058 77
				GRAND TOTAL	28,548.57



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

7/8/2019, 7/9/2019

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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2	lots	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018 ABE 1003	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

Request for Quotation

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

Mon, Jul 8, 2019 at 4:21 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 1018

Model: 2014 Toyota Innova 2.5 E DLS

Engine number: 2KDS285089

Chassis number: KUN405102887

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

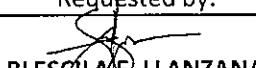
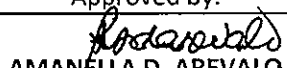
Department: BMB-D
Section: _____

PR No.: 190278
SAI No.: _____

Date: _____
Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	set	Heavy KM Check-up and Replacement of Timing Belt	1	34,249.41	34,249.41

Purpose: For the heavy KM check-up and replacement of timing belt of Dir. Nel Arevalo's vehicle: Toyota Innova ABE 1018. Please see attached Motorpool Job Request Form.

		Requested by:	Approved by:		
Signature:					
Printed Name:				BLES GIL E. LLANZANA	AMANELLA D. AREVALO
Designation:				Administrative Officer V	Director IV, BMB-D



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

REQUISITION AND ISSUE SLIP

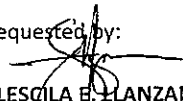
Entity Name : Department of Budget and Management
Division/Unit : Budget and Management Bureau-D
Office : Budget and Management Bureau-D

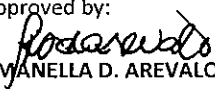
Fund Cluster :
Responsibility Center Code :
RIS No. :

Requisition

Stock No.	Unit	Description	QTY	Stock Available?		Issue	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	QTY	Remarks
	set	Heavy KM Check-up	1		-		
		and Replacement of			-		
		Timing Belt			-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the heavy KM check-up and replacement of timing belt of Dir. Nel Arevalo's vehicle: Toyota Innova ABE 1018.
Please see attached Motorpool Job Request Form.

Signature : 
Printed Name : BLESQILA B. LANZANA
Designation : Administrative Officer V
Date : June 21, 2019

Approved by: 
AMANELLA D. AREVALO
Director IV
June 21, 2019

Issued by:

Received by:



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-2019-06-00099

Date: June 21, 2019

Month: June

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Package	016	DBM-Budget and Management Bureau-D	For heavy KM checkup and replacement of timing belt of Dir. Nel Arevalo's vehicle: Toyota Innova ABE 1018	1.00	34,249.41	34,249.41

Total P 34,249.41

Amount In Words **THIRTY FOUR THOUSAND TWO HUNDRED FORTY NINE PESOS AND 41/100**

Description For heavy KM checkup and replacement of timing belt of Dir. Nel Arevalo's vehicle: Toyota Innova ABE 1018

Requested By:

Approved By:

Signature :

_____ *Amarella Arevalo* _____

Printed Name :

AMANELLA AREVALO

Designation :

Director IV

ARE 1018

TOYOTA INNOVA



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

JRF No: 044
Date: JUNE 27 2014

MOTOR VEHICLE ASSIGNED TO BMBD DIR. AREVALO

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

Requested by: Jason A. Yamamoto
Administrative Officer / Driver
Approved by: Rodavardo
DIR. AMANELLA D. AREVALO
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: EDDIESON A. FORTUNA Administrative Assistant V	APPROVED BY: ENGR. ARGEE 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 Arevalo

Red Plate: SHR 898
Security Plate: ABE 1018
Engine No. 2KDS285089
Chassis No. KUN405102887

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	
29-Aug	repaint of front bumper	2,240.00	
2015			
13-Jan	15,000 km check-up	3,983.00	
19-Jun	complete engine service	5,373.00	
09/28/20165	aircon cleaning	5,500.00	
07-Dec	change oil	1,874.00	
2016			
28-Jun-16	complete engine service	5,268.00	
27-Apr	Replacement of 2smf battery	6,172.00	
11-Jul	replacement of 4 tires w/ camber and wheel alignment	20,600.00	
2017			
09-Mar-17	30,000 km check-up and aircon cleaning	21,765.00	
04-May	Emergency replacement of defective brake pad and brake light bulb	2,395.00	
13-Jul	Defective wiper blade	550.00	
27-Sep	Change oil and oil filter	5,009.00	
2018			
23-Feb	replacement of 4 tires w/ camber and wheel alignment	23,700.00	
05-Apr	complete engine service	7,336.00	
18-Apr	Emergency replacement of battery	6,980.00	
03-Jun	general cleaning of aircon	9,600.00	
16-Jul	Replacement of clutch component and shock absorber	28,918.92	
04-Dec	Replacement of wiper front and rear	850.00	
17-Dec	complete engine service	4,884.00	
2019			
11-Mar	Emergency replcement of defective brake pad	1,700.00	
26-Mar	Emergency replacement of alternator pulley	5,300.00	
20-May	Gen. cleaning of aircon, evaporator F/R, expansion valve F, receiver drier, . Micro filter	23,000.00	

211,057.91



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. 140278 Heavy Km Cheekup / Replace timing Belt
End User: AMB - P

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
27 June	Joyce	Mara	28 June	28 July 2019
			7/8	EMAIL BUILT DONE

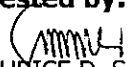

No. of Day/s Completed:

PURCHASE REQUEST
DEPARTMENT OF BUDGET AND MANAGEMENT
Agency

Department: Dep't. of Budget and Management PR No.: 190302 Date: June 25, 2019
Section: Office of Undersecretary Canda SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Heavy Kilometer Check-up and Preventive Maintenance and replacement of timing belt			34,249.41
T O T A L					34,249.41

Purpose: For the preventive maintenance of Toyota Innova ABE-1003 issued to Usec Canda

Signature:	Requested by:	Approved by:
Printed Name:	 <u>LAURICE D. SALUD</u>	 <u>TENA ROSE MARIE L. CANDA</u>
Designation:	AO-designate	Undersecretary

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


REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management
 Division/Unit :
 Office : Office of Undersecretary Tina Rose Marie Canda
 Requisition

Fund Cluster :
 Responsibility Center Code :
 RIS No. :

Stock No.	Unit	Description	QTY	Stock Available?		Issue QTY	Remarks
				Yes	No		
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
		Heavy Kilometer Check-up and Preventive Maintenance and replacement of timing belt			-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose:

Requested by:
 Signature : 
 Printed Name : LAURICE D. SALUD
 Designation : Senior Admin. Asst. III
 Date :

Approved by:

 TINA ROSE MARIE CANDA
 Undersecretary

Issued by: Received by:



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

07-02-19-228

Date 02/07/2019 Vehicle / Plate No. Toyota Innova ABE1003
Requisitioning Office/Dept. OUTLC

Nature and Scope of Last Repair , if any :

Replacement of Fornt and Rear shock absorber

Complaints/Defects :

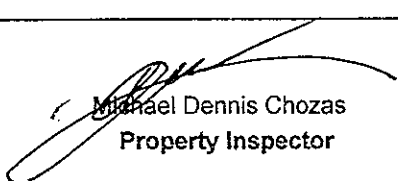
Change oil PMS, replacement timing biet

Parts /components to be Repaired / Replaced:

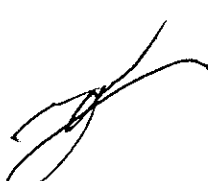
Fuel,AIR and Oil filter/ Engine Oil and timing belt

FINDINGS / OBSERVATIONS:

For PMS


Michael Dennis Chozas
Property Inspector

Date : July 02, 2019


1906163



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

TINA CANOJA

JRF No: 0982 A

Date: JUNE 25, 2014

MOTOR VEHICLE ASSIGNED TO

USEC. TINA CANOJA

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery

- Change Tire
- Aircon Repair
- Engine Repair

Others (specify) HEAVY PM ^{KM}
AND TIMING BELT FOR
REPLACEMENT

Requested by:

Leonardo Acquist
Administrative Officer / Driver

Approved by:

Tina Rose Marie L. Canoja
Budget Service Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: _____

INITIAL FINDINGS/WORKS TO BE DONE:

HEAVY PM/KM CHECK-UP AND REPLACEMENT
OF TIMING BELT

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

Quantity	Parts Name / Description

EVALUATED BY:
Eddieson A. Fortuna
Administrative Assistant V

APPROVED BY:
Engr. Argee M. Sta. Barbara
CIC-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: Asec. T. Canda

Red Plate: SHR 893
 Security Plate: ABE 1003
 Engine No. 2KDU405287
 Chassis No. KUN405102847

Date	Work / Repair Done	Amount	Total
2014			
27-Jan	Installation of Alarm / note: doesnt want to install rain gutter	5,900.00	
07-May	1,000 km check-up	5,079.98	
05-Jun	5,000 check-up	5,080.01	
2015			
31-Mar	25000 km checkup	11,601.00	
30-Jun	complete engine service	5,318.00	
28-Sep	aircon cleaning	5,500.00	
04-Dec	change oil	3,933.00	
2016			
14-Jul	replacement of 2smf battery	6,172.00	
30-Sep-16	replacement of brake pad		2,377.75
17-Oct-16	complete engine service	5,582.00	
11-Jul	replacement of 4 tires w/ camber and wheel alignment	20,600.00	
2017			
24-Mar-17	km check-up and aircon cleaning	22,541.00	
28-Sep	Change oil and oil filter	4,284.00	
2018			
22-Feb	replacement of 2smf battery	6,980.00	
05-Apr	complete engine service	5,816.00	
28-Sep	Change oil	4,369.00	
18-Oct	replacement of 4 tires w/ camber and wheel alignment	19,600.00	
04-Dec	Replacement of wiper		850.00
2019			
	Front and rear shock absorber		8,000.00
		138,355.99	11,227.75



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. 1A0302 Km Check Up, Timing Belt Innova ABE 1003
End User: OUse Cand n

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

No. of Day/s Completed:



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-2019-07-00025
Address: Roxas Boulevard corner Edsa Extension, Pasay City, 1300 **PO Date:** July 19, 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-2019-06-00107
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	Package	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018	1.00	24,904.77	24,904.77
2	Lot	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1003	1.00	24,904.77	24,904.77
Total				₱	49,809.54

(Total Amount in Words) **FORTY NINE THOUSAND EIGHT HUNDRED NINE PESOS AND 54/100**

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	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1018	07/01/2019	07/31/2019		1.00
2	Heavy Kilometer Check-up and Replacement of Timing Belt for Toyota Innova ABE 1003	07/01/2019	07/31/2019		1.00



Rm of MV

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

PO-102

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

TOYOTA MANILA BAY CORPORATION

"Please do not detach from the request form"

DR 258, 302

Subject: HEAVY KILOMETER CHECK-UP AND REPLACEMENT OF TIMING BELT FOR TOYOTA INNOVA
End User: BMB-D, USEC. CANOA

ABE 1018
ABE 1003

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
	<i>PMD</i>	<i>DIR. PALARCA</i>	<i>7/19</i>	<i>FOR SIGNATURE</i>
			<i>7/25</i>	<i>PO, NON, NTP SENT VIA EMAIL, ORIG. c/o MR. ED OF MOTORPUL</i>

No. of Day/s Completed: _____

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: TOYOTA MANILA BAY CORPORATION
 Title of Project: HEAVY KILOMETER CHECK-UP AND REPLACEMENT OF TIMING BELT FOR TOYOTA INNOVA
 Contract Cost: 49,809.54 ABE 1018 / ABC1003

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 | <u>K-278, 19-302</u> |
| 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 | <u>19-02</u> |
| 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. | |

7/19

Received checked items:

Print Name & Signature *Date and Time*

B. PROCESSING OF PAYMENT (DV)

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

Received checked items:

Print Name & Signature *Date and Time*

C. ADDITIONAL DOCUMENTS, if any

Received checked items:

Print Name & Signature *Date and Time*