



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

**PURCHASE ORDER NO. 2020-092**

Supplier: Toyota Manila Bay Corporation	Date: December 18, 2020
Address: Central Business Park, Roxas Blvd., Brgy. 07, Pasay City	Mode of Procurement: NP- Small Value Procurement
TIN: 004-676-716-000	

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 (Administrative Service)	Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.
Delivery Term: Fifteen (15) working days upon receipt of Notice to Proceed (NTP)	

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Supply of Parts for Maintenance of Toyota Innova ABE 1020	1		
	pieces	Engine Oil (@4 liters each)	2	₱ 2,297.77	₱ 4,595.54
	piece	Oil Filter	1	₱ 487.05	₱ 487.05
	piece	Engine Flush	1	₱ 695.98	₱ 695.98
	piece	Fuel Filter	1	₱ 904.02	₱ 904.02
	piece	Air Filter	1	₱ 1,418.75	₱ 1,418.75
	piece	Gasket	1	₱ 35.49	₱ 35.49
	piece	Battery 2SMF	1	₱ 7,168.75	₱ 7,168.75
		VAT 12%			₱ 1,836.67
		* nothing follows *			

(Total Amount In Words) Seventeen Thousand One Hundred Forty Two Pesos and Twenty Five Centavos	₱ 17,142.25
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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.

<p>Conforme: <u>Romeo F. Macinas Jr.</u> Signature over Printed Name of Supplier</p> <p style="text-align: center;"><u>JAN 08 2021</u> Date</p>	<p>Very truly yours,</p> <p><u>THEA MARIE CORINNE F. PALARCA</u> Director IV, Administrative Service Authorized Official (Representing End User)</p>
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Funds Availability Certified by: <u>f. gondatamayo</u> JEFFREY DM. GALARPE OIC - Accounting Division	OS No : <u>02101101-2020-12-001511</u> Amount : <u>₱ 17,142.25</u> Date : <u>Dec. 18, 2020</u>
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- Distribution of Copies:**
- / / Original copy for the Supplier's Conforme
  - / / Agency's Central Supply and Property Section for file
  - / / AS-PMD 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:

Romeo D. Maximin Jr.

AWARDEE

JAN 08 2021

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 \_\_\_\_\_, 2020, 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 \_\_\_\_\_, 2020

Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2020.



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

**NOTICE TO PROCEED**

Mr. Romeo D. Mariñas  
Toyota Manila Bay Corporation  
Central Business Park, Roxas Blvd.  
Brgy. 07, Pasay City

Dear Ms. Mariñas:

Per attached Purchase Order No. 2020-092, we hereby notify you that your office may proceed with the delivery of the Project, "*Supply of Parts for Maintenance for Toyota Innova ABE 1020*," upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Administrative Service - General Service Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you and God Bless.

Very truly yours,

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

Conforme:

  
Romeo D. Mariñas Jr.

Authorized Representative,  
[Office/Company/Organization Name]

Date:

**JAN 08 2021**



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

**NOTICE OF AWARD**

Mr. Romeo D. Mariñas  
Toyota Manila Bay Corporation  
Central Business Park, Roxas Blvd.  
Brgy. 07, Pasay City

Dear Ms. Mariñas:

We are pleased to inform you that the Project, *"Supply of Parts for Maintenance of Toyota Innova ABE 1020,"* is hereby awarded to your company in the amount of Seventeen Thousand One Hundred Forty Two Pesos and Twenty Five Centavos (P 17,142.25).

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

Thank you and God Bless.

Very truly yours,

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

Conforme:

  
Romeo D. Mariñas Jr.

Authorized Representative,  
[Office/Company/Organization Name]

Date: **JAN 08 2021**



**ABSTRACT OF QUOTATION**

Date: December 17, 2020  
 Subject Title: Supply of Parts for Maintenance for Toyota Innova ABE 1020

Item/Description	Toyota Manila Bay Corporation		Toyota Otis Inc.		Various Suppliers	
	Unit	Particulars	Unit Cost	Total Price	Unit Cost	Total Price
lot		Supply of Parts for Maintenance for Toyota Innova ABE 1020				
liters		Engine Oil Fully Synthetic (Diesel)				
piece		Oil Filter	P 2,297.77	P 4,595.54	P 672.32	P 5,378.56
piece		Engine Flushing	P 487.05	P 487.05	P 487.05	P 487.05
piece		Fuel Filter	P 695.98	P 695.98	P 695.98	P 695.98
piece		Air Filter	P 904.02	P 904.02	P 904.02	P 904.02
piece		Gasket	P 1,418.75	P 1,418.75	P 1,418.75	P 1,418.75
piece		Battery 2SMF	P 35.49	P 35.49	P 35.49	P 35.49
piece		VAT	P 7,168.75	P 7,168.75	P 7,168.75	P 7,168.75
		<b>Total Price</b>	<b>P 17,142.25</b>		<b>P 18,019.23</b>	
Technical Specifications			complying		complying	Invited various suppliers through email but no submission
Ranking			1		2	
Remarks			Toyota Manila Bay Corporation, having the lowest calculated and responsive quotation, considered as the awardee.			

Prepared by:

**MARCO A. DAVID**  
 Administrative Officer IV, PMD

Reviewed by:

  
**JOYCE D. LABAO**  
 OIC- Chief Administrative Officer, PMD

Approved by:

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

SALES INVOICE

ABE1020

ROMEO D MARIÑAS

**TOYOTA MANILA BAY CORPORATION**  
 Central Business Park, Pineda Boulevard, P.O. Box 1177  
 Pasay City, 1305  
 Tel: (02) 561-8188  
 Fax: (02) 561-8122  
 Website: www.toyota.com.ph, www.toyota.com  
 VAT Reg. TIN: 004-878-718-00000  
 Business Style: Toyota Manila Bay Corporation

- Repair Receipt
- Appointment
- Wash
- Waxing
- Non-Washing

**SERVICE QUOTATION**

**D3DA012959**

Page 1 of 1	Business Style: DEPARTMENT OF BUDGET AND MANAGEMENT		
Customer No: 1000588782	Customer Name & Address: DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No:	Appointment: 2700 Service Quotation
Date Received: 12/15/2020		Business Phone No:	Year/Make-Model: 2010/Innova 2.5E Dsl MT - A4 - 650
Time Received: 08:21:35AM	MABINI HALL MALACANANG	Mobile No: +635958733136	Chassis No./VIN/Serial No: KUN405103838
Purchase Order No:	Email Address: davidmarcodbm@gmail.com	TIN: 000-448-457-00013	Production Time: Colour: LIGHT BLUE MICA CS No: T28746
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:	Kilometers KM: 84,614 Selling Dealer: TMI
	Driver's Name:	Driver's Contact No:	Warr Exp KM: 100,000 Delivery Date: 12/27/2013
			Engine No: 2KDU457657 Warr Exp Date:

JOB INSTRUCTION						
JOB NO	OPERATION CODE/PART NO	DESCRIPTION	QTY	UNIT PRICE	TOTAL	
1		✓ TGFS SN/CF SW-30 4L	1	2,297.77	2,297.77	
1		✓ OIL FILTER 1 090	1	457.05	457.05	
1		✓ DSL ENGINE FLUSH	1	695.88	695.88	
1		✓ MVP ELEMENT FUEL FIL	1	904.02	904.02	
1		✓ ELEMENT SUB-ASSY	1	1,418.75	1,418.75	
1		✓ GASKET	1	35.49	35.49	
1		✓ BATTERY SADDLE	1	7,168.75	7,168.75	
				Total Labor	0.00	
				Total Part	13,007.81	
				Total Sublet	0.00	
				Total Oil/Lubricant	0.00	
				Total MISC/Materia	0.00	
				Subtotal	13,007.81	
				Less Discount	0.00	
				VAT	1,860.84	
				<b>GRAND TOTAL</b>	<b>14,868.75</b>	



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

REQUEST FOR QUOTATION

December 15, 2020

COMPANY

Toyota Otis Inc.

Tel: No. 8564-1811 to 20  
Fax No. 8564-0436 || 338-5933  
Email: falcesomichael02@gmail.com

APPROVED BUDGET FOR THE CONTRACT (ABC): Nineteen Thousand Pesos (Php 19,000.00)


Please quote your best offer for the item/s listed below:

QUANTITY	UNIT	ITEM/S	UNIT PRICE	TOTAL PRICE
1	lot	Supply of Parts for Maintenance of Toyota Innova ABE 1020		
8	liters	Engine Oil (@ per liter)	P 672.32	P 5,378.56
1	piece	Oil Filter	P 487.05	P 487.05
1	piece	Engine Flush	P 695.98	P 695.98
1	piece	Fuel Filter	P 904.02	P 904.02
1	piece	Air Filter	P 1,418.75	P 1,418.75
1	piece	Gasket	P 35.49	P 35.49
1	piece	Battery 2SMF	P 7,168.75	P 7,168.75
	VAT			P 1,930.63

\*The above quoted prices are inclusive of all costs and applicable taxes.

TOTAL: P 18,019.23

Very truly yours,

  
JOYCE D. LABAO  
OIC-Chief Administrative Officer.  
AS-PMD

Quoted by:


Michael Falceso

Printed Name & Signature

Service Advisor

Position/Title

Canvassed by:

  
MARCO A. DAVID

Procurement Officer

8657-3300 loc 3115

mdavid@dbm.gov.ph

Remarks

Quotation obtained through  
email.



ABE1020

Michael Falceso

TOYOTA OTIS, INC.
1770 P.M. Guazon St., Barangay 531, Paco, NCR
City of Manila, First District, 1007
Tel: (02) 8564-1611 to 20
Fax: (02) 8564-0435/(02) 338-5933
Website: www.toyotaotis.com.ph
VAT Reg. TIN: 003-496-557-00000
Business Style: Toyota Otis, Inc.

- Repeat Repair
Appointment
Walk-In
Waiting
Non Waiting

SERVICE QUOTATION

B1DA008200

Form containing customer details (Customer No, Name, Address, Phone), appointment info, vehicle details (Year, Make, Model, VIN), and payment method options.

Table with columns: JOB NO, OPERATION CODE/PART NO, DESCRIPTION, QTY, UNIT PRICE, TOTAL. Lists items like OIL FILTER, BASKET, TGFS SN/CF, etc., and includes a summary section for labor, parts, and VAT.

Software Provider: Toyota Motor Philippines Corporation
Address: Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4028
Tax Identification No.: 099-415-713-00000
Software Name: SAP ECC-Dealer Business Management
Software Version: 6/EHP 7.0/SP09
Permit-to-Use (PTU) No.: 1703\_0124\_PTU\_CAS\_000134
Date Issued: 09/01/2017
Valid Until: 07/31/2022
Series Range: B1DA000001 - B1DZ999999



## Request for quotation

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

Mon, Dec 14, 2020 at 4:20 PM

Bcc: FleetSERV INC <fleetservinc@gmail.com>, Service Department Toyota Pasig <tpg.servicedepartment@gmail.com>, Toyota Global City Service <service@toyotaglobalcity.com>, "Toyota Makati Inc." <nmambo@toyotamakati.com.ph>, Toyota Quezon Avenue <service@toyotaqa.com.ph>, Toyota Commonwealth Service <mrs@tcmi.ph>, Toyota Makati Service <gbllegado@toyotamakati.com.ph>, Michael Falceso <falcesomichael02@gmail.com>, Jonathan Culla <jonathan.culla@toyotaotis.com.ph>, Marvin Rabino <marvinrabino27@gmail.com>, Leslie Santos <l.santos@toyotacubao.com.ph>, Lisette Ballesteros <lisette.ballesteros\_1@toyotapasongtamo.com>, michael.falceso@toyotaotis.com.ph, Sherman Bob Caruana <s.caruana@toyotamanilabay.com.ph>, a.datuin@toyotaabadsantos.com.ph, VETTER TRADING <vettertrading@yahoo.com.ph>, "Eduardo Manginsay, Jr." <egmjtrading@gmail.com>, JR MARIÑAS <r.marinas@toyotamanilabay.com.ph>, gracejanahmae911@gmail.com, Beth Dela Cruz <bethdelacruz12@gmail.com>

Greetings!

May we request for quotation on the following:

Model: Toyota Innova ABE 1020  
Engine number: 2KDU457657  
Chassis number: KUN405103838

### **Parts only:**

8 liters of Engine Oil (Fully Synthetic)  
1 piece Oil Filter  
1 bottle of Engine Flushing  
1 piece of Fuel Filter  
1 piece of Air Filter  
1 piece of Drain plug washer  
1 piece of Battery 2SMF

Thank you,

--



Marco A. David  
Administrative Officer IV  
Procurement Management Division - Administrative Service  
Department of Budget and Management  
Telephone: (+632) 8657-3300 local 3115 / 3117  
Mobile: Smart (+63) 999-8733136  
Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com  
Website: www.dbm.gov.ph

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**PURCHASE REQUEST**

Department of Budget and Management

Agency

Department: DBM

PR No.: 12001184

Date: December 4, 2020



Section: OAACB

SAI No.: \_\_\_\_\_

Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	ltrs	Oil (fully synthetic)	8	450.00	3,600.00
	pc	Oil filter	1	200.00	200.00
	btl	Engine flushing	1	140.00	140.00
	pc	Fuel Filter	1	450.00	450.00
	pc	Air filter	1	450.00	450.00
	pc	Drain plug washer	1	100.00	100.00
	pc	Battery 2smf	1		
				5,500.00	5,500.00

Purpose: Parts and materials need for the preventive maintenance and replacement of defective parts for Toyota Innova ABE 1020

	Requested by:	Approved by:
Signature:		
Printed Name:	<b>ARA JOY F. CRUZ</b>	<b>ACHILLES GERARD C. BRAVO</b>
Designation	ADMINISTRATIVE ASSISTANT V	ASSISTANT SECRETARY



Achilles Gerard  
C. Bravo  
2020.12.04

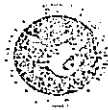
1018100-0800



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

**REQUISITION AND ISSUE SLIP**

Entity Name : Department of Budget and Management				Fund Cluster :			
Division/Unit : Office of Assistant Secretary for Internal Management Group			Responsibility Center Code :				
Office : Office of Assistant Secretary for Internal Management Group			RIS No. :				
Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
	ltrs	Oil (fully synthetic)	8				
	pc	Oil filter	1				
	btl	Engine flushing	1				
	pc	Fuel filter	1				
	pc	Air filter	1				
	pc	Drain plug washer	1				
	pc	Battery 2smf	1				
<b>Purpose:</b>		Parts and materials need for the preventive maintenance and replacement of defective parts for Toyota Innova ABE 1020					
Requested by:		Approved by:		Issued by:		Received by:	
Signature : 		Signature :  Achilles Gerardo C. Bravo 2020.12.04					
Printed Name : ARA JOY F. CRUZ		ACHILLES GERARDO C. BRAVO				ARA JOY F. CRUZ	
Designation : ADMIN. ASSISTANT V		ASSISTANT SECRETARY				ADMIN. ASSISTANT V	
Date : 12/4/2020		12/4/2020					



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

REQUEST FOR QUOTATION

COMPANY

ALTO MOTOR PARTS

Date: 10-17-2020

Tel: No. 742 11-59  
 Fax No. 711-30-53  
 Email: \_\_\_\_\_

APPROVED BUDGET FOR THE CONTRACT (ABC):

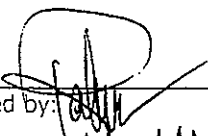
Please quote your best offer for the item/s listed below:

QUANTITY	UNIT	ITEM/S	UNIT PRICE	TOTAL PRICE
		Parts and materials need for the preventive maintenance and replacement of defective parts for Toyota Innova ABE 1020		
8	ltrs	Oil (fully syntethic)	450-	3,600-
1	pc	Oil filter	200-	200-
1	btl	Engine flushing	140-	140-
1	pc	Fuel filter	450-	450-
1	pc	Air filter	450-	450-
1	pc	Drain plug washer	100-	100-
1	pc	Battery 2smf	755-	755-

\*The above quoted prices are inclusive of all costs and applicable taxes.

TOTAL: P 5,590

Very truly yours,

Quoted by:   
PAUL M. MARBARGAS  
 Printed Name & Signature  
SALES MAN  
 Position/Title

Canvassed by: \_\_\_\_\_  
 End-User  
 8657-3304 loc 3115  
 mdavid@dbm.dg.v.ph

Remarks  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

20-1017

Date 10/17/20 Vehicle / Plate No. TOYOTA INNOVA ABE 1020  
Requisitioning Office/Dept. OAACB

Nature and Scope of Last Repair, if any :

Replacement of Tire with balancing and wheel alignment

Complaints/Defects :

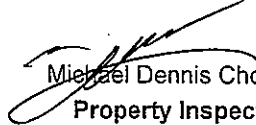
Preventive maintenance ( change oil) and Battery for replacement

Parts /components to be Repaired / Replaced:

Change oil (Oil filter, Air filter, Fuel filter) and battery

FINDINGS / OBSERVATIONS:

For PMS Change oil and replacement of 2. yrs old battery

  
Michael Dennis Chozas  
Property Inspector

Date : 10/17/2020

DEPARTMENT OF BUDGET AND MANAGEMENT

DIAGNOSTIC CHECK LIST FOR VEHICLE CONDITION, MAINTENANCE AND SAFETY

Driver: EYMARDO TAMM  
 Type of Vehicle: TOYOTA INNOVA  
 Plate Number: ABE1020

Date Inspected: OCT. 15 - 2020  
 Diagnose By: DANSON PAULINIO  
 Kilometer Reading/Mileage: \_\_\_\_\_

UNDER HOOD

- |                            |                               |  |
|----------------------------|-------------------------------|--|
| 1 Oil filter / Oil level   | <input type="checkbox"/> Pass | <input checked="" type="checkbox"/> Fail |
| 2 Coolant Condition /Level | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail            |
| 3 Brake Fluid              | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail            |
| 4 Clutch Fluid             | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail            |
| 5 Power Steering Fluid     | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail            |
| 6 Battery                  | <input type="checkbox"/> Pass | <input checked="" type="checkbox"/> Fail |
| 7 Air Filter               | <input type="checkbox"/> Pass | <input checked="" type="checkbox"/> Fail |
| 8 Fuel Filter              | <input type="checkbox"/> Pass | <input checked="" type="checkbox"/> Fail |
| 9 Belts                    | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail            |
| 10 Radiator                | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail            |
| 11 Hoses                   | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail            |

EXTERIOR

- |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|
| 12 Headlights                 | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 13 Park lights                | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 14 Brake Lights               | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 15 Tail lights                | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 16 Signal Lights              | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 17 Plate Lights               | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 18 Antenna                    | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 19 Doors/Hinges/Locks/Handles | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 20 Windshield/Glasses         | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 21 Side Mirror                | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |

TOOLS AND OTHERS

- |                         |                               |                                |
|-------------------------|-------------------------------|--------------------------------|
| 22 Jack with Handle     | <input type="checkbox"/> With | <input type="checkbox"/> W/out |
| 23 Tire Wrench          | <input type="checkbox"/> With | <input type="checkbox"/> W/out |
| 24 Plier                | <input type="checkbox"/> With | <input type="checkbox"/> W/out |
| 25 Open Wrench 8/10     | <input type="checkbox"/> With | <input type="checkbox"/> W/out |
| 26 Open wrench 12/14    | <input type="checkbox"/> With | <input type="checkbox"/> W/out |
| 27 Screw Driver         | <input type="checkbox"/> With | <input type="checkbox"/> W/out |
| 28 Philip Screw         | <input type="checkbox"/> With | <input type="checkbox"/> W/out |
| 29 Early Warning Device | <input type="checkbox"/> With | <input type="checkbox"/> W/out |

INTERIOR

- |                         |                               |                               |
|-------------------------|-------------------------------|-------------------------------|
| 30 Hand Brake           | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 31 Steering Play        | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 32 Brake Operation      | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 33 Clutch Operation     | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 34 Horn/Radio/Gauge     | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 35 Wipers and Washer    | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 36 Seat/Belts/Mirrors   | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 37 A/C Operation        | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 38 Doors/Glasses/Lights | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 39 Seat Cover           | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 40 Floor Matting        | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 41 Over All Cleanliness | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |

UNDER CHASSIS

- |                                     |                               |                               |
|-------------------------------------|-------------------------------|-------------------------------|
| 42 Shock Absorbers                  | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 43 Suspension                       | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 44 Steering /Mount/Transmission     | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 45 CV Boots/Axles/Bearings          | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 46 U-Joints/Driveshaft/Differential | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |

BRAKES

- |               |                               |                               |
|---------------|-------------------------------|-------------------------------|
| 47 Pad        | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 48 Shoe       | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 49 Rotor disc | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |

TIRES

- |                  |                               |                               |
|------------------|-------------------------------|-------------------------------|
| 50 Spare Tire    | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 51 Tire Pressure | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |
| 52 Wear Pattern  | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail |

REMARKS:

① OIL FILTER \ PARTS NEEDED TO REPLACE  
7 AIR FILTER / FOR THE PREVENTIVE MAINTENANCE  
8 FUEL FILTER /  
6 BATTERY - 2 YRS. OLD DUE FOR REPLACEMENT











In following-up, pls. cite DMS ref =  
**2020-AGB-0094587**

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

ROUTING SLIP

DMS Reference No: 2020-AGB-0094587 Total No. of Pages Received: 1 copy and 4 pages  
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G-S-C

SENDER - PERSONAL DELIVERY

DOCUMENT TITLE GSD PREVENTIVE MAINTENANCE AND REPLACEMENT OF BATTERY OF TOYOTA INNOVA ABE 1020

CC

DATE FROM TO REMARKS

10/23/2020 AS Odessa Ann Tag uibao FAA PLEASE PREPARE OF THE FOLLOWING PURCHASE REQUEST, RIS, BTMS

10/27/20 OAACB PMD FAA, please. Thank you. OCT 29 2020

11/3/2020 PMD OAACB please attach signed purchase request. 0322-9

11/06/20 GSAO PMD PURCHASE REQUEST SIGNED BY SEC. GRMO FOR APPROPRIATE ACTION. THANKS! PMD Received: NOV 06 2020

11/6/2020 PMD Sr. Mano FAA, please.

11/23 OAACB PLEASE PREPARE PURCHASE REQUEST MANUAL. THANKS

11/25 OAACB GSD PLEASE SEE ATTACHED MANUAL PURCHASE REQUEST. FAA, pls. THANK YOU.

12/10 GSD PMD FAA

Hi main mi, we have posted the consolidated RFO for MV Repair & maintenance. kindly recommend to us strategy for this considering procurement timeline.

12.10 Hi, Ms. Joyce, Is it possible to still post this & use the same RFO from the posted MV? Thank you!  
TY, Jencyle 12/10

**ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)**

Name of Payee: TOYOTA MANHUA BAY CORPORATION  
 Title of Project: SUPPLY OF PARTS FOR MAINTENANCE OF TOYOTA VANS AND BUSES  
 Contract Cost: 12,400.00

CHECKLIST OF DOCUMENTS		REMARKS
Checklist of documents forwarded to Finance Service for:		
<b>A. FUNDING (OBLIGATION AND CAF)</b>		
1.	<input checked="" type="checkbox"/> Purchase Request/ APP	12/20/11
2.	<input checked="" type="checkbox"/> Pre-Inspection Report	
3.	<input type="checkbox"/> Obligation Request and Status	
4.	<input type="checkbox"/> Eligibility Documents of Suppliers	
5.	<input type="checkbox"/> Purchase Order/Contract	
6.	<input type="checkbox"/> Request for Price Quotation	12/20/11
7.	<input type="checkbox"/> Abstract of Quotation	
8.	<input type="checkbox"/> Notice of Award	
9.	<input type="checkbox"/> Notice to Proceed	
10.	<input type="checkbox"/> Distribution List	
11.	<input type="checkbox"/> Other Documents, if any.	

Received checked items:

Print Name & Signature		Date and Time
<b>B. PROCESSING OF PAYMENT (DV)</b>		
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
<b>C. ADDITIONAL DOCUMENTS, if any</b>		

Received checked items: