

PURCHASE REQUEST

Department of Foreign Affairs  
Agency

Department : Office of Consular Affairs

PR No. 05-01224

Date: 08 MAY 2024

Section : FAD-Security, Property and Asset Management Section



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

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	1	TOYOTA VIOS (PREVENTIVE MAINTENANCE SCHEDULE), Tires - 175/65 R1482T, Replace battery - 1SM, Replace Tint - Windshield, Backglass, all sides (3M)			
	1	TOYOTA INNOVA(PREVENTIVE MAINTENANCE SCHEDULE, A/C CLEANING), Tires - 205/65 R1695H, Replace battery - 2SM, Replace Tint -Windshield, Backglass, all sides (3M)			
	1	TOYOTA INNOVA(PREVENTIVE MAINTENANCE SCHEDULE, A/C CLEANING) , Tires -205/65 R1695H, Replace battery - 2SM, Replace Tint - Windshield, Backglass, all sides (3M)			
	1	TOYOTA INNOVA (PREVENTIVE MAINTENANCE SCHEDULE, CLUTCH COMPONENT, A/C CLEANING), Tires - 205/65 R1695H, Replace battery - 2SM, Replace Tint - Windshield, Backglass, all sides (3M)			
	1	TOYOTA INNOVA (PREVENTIVE MAINTENANCE SCHEDULE, BRAKES, A/C CLEANING), Tires - 205/65 R1695H, Replace battery - 2SM, Replace Tint - Windshield, Backglass, all sides (3M)			
	1	TOYOTA HI-ACE (PREVENTIVE MAINTENANCE SCHEDULE, BRAKES, A/C CLEANING), Tires - 195 R15C 106/104S 8PR, Replace battery - 3SM, Replace Tint - Windshield, Backglass, all sides (3M)			
			<b>Total</b>		<b>PHP 766,550.00</b>

Purpose : For the official use of the Office of Consular Affairs for CY 2024

Signature

Requested By:

  
**ADELIO ANGELITO S. CRUZ**  
Assistant Secretary, OCA 

Printed Name :

Designation :

## Terms of Reference

### Procurement of Repair and Preventive Maintenance of Official Car of the Office of Consular Affairs

**ABC: Php 766,550.00**

<b>I.</b>	<b>BACKGROUND</b>	
	The Department of Foreign Affairs – Office of Consular Affairs (DFA-OCA), intends to procure for the Repair and Preventive Maintenance of Official Car of the Office of Consular Affairs	
<b>II.</b>	<b>OBJECTIVE</b>	
	To supply the parts needed for repair / replacement, inclusive of labor/services.	
<b>III.</b>	<b>PARTICULARS</b>	
<b>UNIT</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>
<b>unit</b>	<b>2018 Toyota Vios</b>	<b>1</b>
liter	Replace engine oil (semi synthetic gas)	4
pc	Replace oil filter	1
liter	Replace coolant	1
pc	Replace air filter	1
Pc	Replace aircon filter	1
pc	Wheel and camber alignment	1
lot	Tire rotation and balancing	1
lot	Replace tires – 175/65 R1482T	4
lot	Clean and adjust brakes (front and rear)	1
	Replace brake fluid	
	Brake cleaner	
lot	Aircon cleaning – R/R dashboard and rear (dual aircon)	1
	Replace all oring	1
	Capilla oil	1
	Insulator tape	1
	Leaktest	1
	Freon charging	1
pc	Replace battery – 1SM	1
lot	Replace tint – windshield, backglass, all sides (3M)	1
	<b>*** all items inclusive of labor</b>	
<b>Unit</b>	<b>Toyota Innova</b>	<b>1</b>
liter	Replace engine oil (semi synthetic diesel)	8
pc	Replace oil filter	1
liter	Replace coolant	1
pc	Replace air filter	1
pc	Replace aircon filter	1
pc	Replace fuel filter	1
lot	Clean and adjust brakes (front and rear)	1
	Replace brake fluid	
	Brake cleaner	
lot	Aircon cleaning – R/R dashboard and rear (dual aircon)	1
	Replace all oring	1

	Capilla oil	1
	Insulator tape	1
	Leaktest	1
	Freon charging	1
pc	Tires – 205/65 R1695H	4
pc	Replace battery – 2SM	1
lot	Replace tint – windshield, backglass, all sides (3M)	1
	<b>*** all items inclusive of labor</b>	
<b>Unit</b>	<b>Toyota Innova</b>	1
liter	Replace engine oil (semi synthetic diesel)	8
pc	Replace oil filter	1
liter	Replace coolant	1
pc	Replace air filter	1
pc	Replace aircon filter	1
pc	Replace fuel filter	1
lot	Clean and adjust brakes (front and rear) Replace brake fluid Brake cleaner	1
lot	Aircon cleaning – R/R dashboard and rear (dual aircon)	1
	Replace all oring	1
	Capilla oil	1
	Insulator tape	1
	Leaktest	1
	Freon charging	1
pc	Tires – 205/65 R1695H	4
pc	Replace battery – 2SM	1
lot	Replace tint – windshield, backglass, all sides (3M)	1
	<b>*** all items inclusive of</b>	
<b>Unit</b>	<b>labor Toyota Innova</b>	1
liter	Replace engine oil (semi synthetic diesel)	8
pc	Replace oil filter	1
liter	Replace coolant	1
pc	Replace air filter	1
pc	Replace aircon filter	1
pc	Replace fuel filter	1
lot	Clean and adjust brakes (front and rear) Replace brake fluid Brake cleaner	1
lot	Aircon cleaning – R/R dashboard and rear (dual aircon)	1
	Replace all oring	1
	Capilla oil	1
	Insulator tape	1
	Leaktest	1
	Freon charging	1
Pc	Replace clutch pedal assy	1
pc	Tires – 205/65 R1695H	4
pc	Replace battery – 2SM	1
lot	Replace tint – windshield, backglass, all sides (3M)	1

<b>*** all items inclusive of labor</b>		
<b>Unit</b>	<b>Toyota Innova</b>	<b>1</b>
liter	Replace engine oil (semi synthetic diesel)	8
pc	Replace oil filter	1
liter	Replace coolant	1
pc	Replace air filter	1
pc	Replace aircon filter	1
pc	Replace fuel filter	1
lot	Clean and adjust brakes (front and rear) Replace brake fluid Brake cleaner	1
lot	Aircon cleaning – R/R dashboard and rear (dual aircon)	1
	Replace all oring	1
	Capilla oil	1
	Insulator tape	1
	Leaktest	1
	Freon charging	1
	Replace expansion valve	1
	Replace filter drier	1
pc	Tires – 205/65 R1695H	4
pc	Replace battery – 2SM	1
lot	Replace tint – windshield, backglass, all sides (3M)	1
<b>all items inclusive of labor</b>		
<b>Unit</b>	<b>2012 Toyota Hiace Commuter</b>	<b>1</b>
liter	Replace engine oil (semi synthetic diesel)	8
pc	Replace oil filter	1
liter	Replace coolant	1
pc	Replace air filter	1
pc	Replace aircon filter	1
pc	Replace fuel filter	1
Pc	Replace front brake pads	1
lot	Clean and adjust brakes (front and rear) Replace brake fluid Brake cleaner	1
lot	Aircon cleaning – R/R dashboard and rear (dual aircon)	1
	Replace all oring	1
	Capilla oil	1
	Insulator tape	1
	Leaktest	1
	Freon charging	1
Pc	Replace clutch pedal assy	1
Pc	Stabilizer rod	4
Pc	Stabilizer bushing	4
Pc	Stabilizer clamp bushing	2
Pc	Tire rotation and balancing	1
Pc	Stabilizer clamp alignment	1
pc	Tires – 195 R15C 106/ 104S 8PR	4
pc	Replace battery – 3SM	1

lot	Replace tint – windshield, backglass, all sides (3M)	1
	<b>*** all items inclusive of labor</b>	
	<b>xxxxx nothing follows xxxxx</b>	
<b>IV.</b>	<b>SUPPLIER'S OBLIGATIONS AND DELIVERY</b>	
	<ol style="list-style-type: none"> <li>1. Has the capacity to supply/deliver the parts and labor/services as stated in the Purchase Request.</li> <li>2. All parts and labor/services shall start within seven (7) working days upon receipt of the Notice to Proceed (NTP).</li> <li>3. Duration of periodic maintenance: Minimum of one (1) working day, maximum if three (3) working days per vehicle; <b>ALL VEHICLES</b> must be repaired/finished within (15) to thirty (30) working days.</li> <li>4. Inform the end-user if one (1) vehicle is already finished to continue with the remaining vehicles. There are six (6) vehicles to be repaired.</li> <li>5. Replace any defective items free of charge within one (1) month upon acceptance.</li> </ol>	
<b>V.</b>	<b>TERMS OF PAYMENT</b>	
	<ol style="list-style-type: none"> <li>1. The processing of payment by the Department shall commence upon receipt of <b>ALL SUPPORTING DOCUMENTS</b>.</li> <li>2. Payments shall be made within thirty (30) working days upon completion and from receipt of the complete supporting documents, provided <b>ALL SUPPORTING DOCUMENTS ARE IN ORDER</b> and upon submission of the Sales Invoice and Provisional Receipt. Payment will be made through the List of Due and Demandable Accounts Payable (LDDAP).</li> <li>3. All payments shall be inclusive of all applicable taxes and other lawful charges. All taxes withheld shall form part of the amount paid to the supplier. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.</li> <li>4. All payments shall be made to the supplier, and shall be in the Philippine Pesos.</li> </ol>	