



PURCHASE REQUEST

Department of Foreign Affairs

Agency

13 SEP 2024

09-04824

Department OAMSS

PR No.:

Date:

Section _____

SAI No.: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
		2018 Toyota Wigo,			
	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		
	pc	Replace tires-175/65/R14	5		
	liter	Replace automatic transmission oil	4		
	lot	Clean and adjust brakes (front and rear) Replace brake fluid Brake cleaner	1		
		Aircon cleaning - R/R dashboard and rear (dual aircon)	1		
		Replace all oring	1		
	lot	Capilla oil	1		
		Insulator tape	1		
		Leaktest	1		
		Freon charging	1		
	pc	Replace Battery - NS60	1		
		***all items inclusive of labor			
		2014 Toyota Innova, s			
	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		
	liter	Replace automatic transmission oil	4		
	lot	Clean and adjust brakes (front and rear) Replace brake fluid Brake cleaner	1		
		Aircon cleaning - R/R dashboard and rear (dual aircon)	1		
		Replace all oring	1		
	lot	Capilla oil	1		
		Insulator tape	1		
		leaktest	1		
		Freon charging	1		
	pc	Tires-215/70/R15	5		
	pc	Replace battery-2SM	1		
	lot	Replace tint - windshield, backglass, all sides (3M)	1		
		*** all items inclusive of labor			
		2014 Toyota Grandia,			
	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		
		Aircon cleaning - R/R dashboard and rear (dual aircon)	1		
		Replace all oring	1		
	lot	Capilla oil	1		
		Insulator tape	1		
		Leaktest	1		
		Freon charging	1		
	pc	Tires 195 R15	5		

	lot	Replace tint - windshield, backglass, all sides (3M)	1		
		***all items inclusive of labor			
		2017 Toyota Prius, :			
	liter	Replace engine oil (fully synthetic gas)	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		
		Aircon cleaning	1		
		Replace all oring	1		
	lot	Capilla oil	1		
		Insulator tape	1		
		Leaktest	1		
		Freon charging	1		
	lot	Replace tint - windshield, backglass, all sides (3M)	1		
	pc	Tires - 195/65/R15	5		
		*** all items inclusive of labor			
		xxxxx nothing follows xxxxxx			
					Php 620,000.00

Purpose: For official use of the Department of Foreign Affairs

Signature	 VIOLAFLOR ENERLAN-ANCHETA Acting Director, OAMSS-PSSD
Printed Name:	
Designation:	