

PURCHASE REQUEST

Entity Name: Department of Foreign Affairs (DFA)

Fund Cluster: _____

Office/Section: <u>OCA-ASEANA</u> <u>Finance and Administrative</u> <u>Division</u>		PR No.: 2025 . 06 . 0459 Responsibility Center Code : _____		Date: 17 JUN 2025	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Toyota Innova Replace engine oil (semi synthetic diesel),replace oil filter replace coolant, replace air filter,replace aircon filter,replace fuel filter,replace front brake pads,clean and adjust brakes (front and rear), replace brake fluid, brake cleaner, wheel alignment, tire rotation & balancing, replace wiper blades, engine detailing, replace bulbs, replace front shock absorber LH & RH, replace rear shock absorber LH& RH, replace front shock absorber mounting LH& RH. Inclusive of labor	1		
	Lot	Toyota Innova Replace engine oil (semi synthetic diesel),replace oil filter replace coolant, replace air filter,replace aircon filter,replace fuel filter,replace front brake pads,clean and adjust brakes (front and rear), replace brake fluid, brake cleaner, wheel alignment, tire rotation & balancing, replace wiper blades, engine detailing, stabilizer rod LH & RH, stabilizer bushing LH & RH, replace front shock absorber LH & RH, replace rear shock absorber LH& RH, replace front shock absorber mounting LH& RH. Inclusive of Labor	1		
	Lot	Toyota Innova Replace engine oil (semi synthetic diesel),replace oil filter replace coolant, replace air filter,replace aircon filter,replace fuel filter,replace front brake pads,clean and adjust brakes (front and rear), replace brake fluid, brake cleaner, wheel alignment, tire rotation & balancing, replace wiper blades, engine detailing, replace front shock absorber LH & RH, replace rear shock absorber LH& RH, replace front shock absorber mounting LH & RH, replace bulbs, steering fluid. Inclusive of labor	1		
	Lot	Toyota Innova Replace engine oil (semi synthetic diesel),replace oil filter replace coolant, replace air filter,replace aircon filter, replace fuel filter, replace front brake pads,clean and adjust brakes (front and rear), replace brake fluid, brake cleaner, wheel alignment, tire rotation & balancing, replace wiper blades, engine detailing, replace front shock absorber LH & RH, replace rear shock absorber LH& RH, replace front shock absorber mounting LH& RH. Inclusive of labor	1		

	Lot	Toyota Vios Replace engine oil (semi synthetic gas), replace oil filter, replace coolant, replace air filter, replace aircon filter, clean and adjust brakes (front and rear), replace brake fluid, brake cleaner, wheel alignment, tire rotation & balancing, replace wiper blades, engine detailing Inclusive of labor	1		
	Lot	Toyota Hiace Commuter Replace engine oil (semi synthetic diesel),replace oil filter replace coolant, replace air filter,replace aircon filter,replace fuel filter,replace front brake pads,clean and adjust brakes (front and rear), replace brake fluid, brake cleaner, wheel alignment, tire rotation & balancing, replace wiper blades, engine detailing, replace timing belt, replace fan belt, clean EGR and intake, replace steering wheel, replace shifting cover. Inclusive of labor	1		

				TOTAL:	433,000.00

Purpose: For the official use of the Office of Consular Affairs for CY 2025

Requested by:	Approved by:
Signature : 	
Printed Name : EILEEN M. PERALTA	MA. ANTONINA M. MENDOZA-OBLENA
Designation : <u>Acting Property Officer</u>	Assistant Secretary 

TERMS OF REFERENCE

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

ABC: Php 433,000.00

I	BACKGROUND	
	The Department of Foreign Affairs-Office of Consular Affairs (DFA-OCA), intends to procure for the Repairs and Preventive Maintenance of the Official Cars of the Office of Consular Affairs	
II	OBJECTIVE	
	To supply the parts needed for repair/replacement, inclusive of labor services	
III	PARTICULARS	
UNIT	ITEM DESCRIPTION	QUANTITY
Unit	Toyota Innova	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
set	replace front brake pads	1
lot	clean and adjust brakes (front and rear)	1
pc	replace brake fluid	1
pc	brake cleaner	1
lot	wheel alignment	1
lot	tire rotation & balancing	1
set	replace wiper blades	1
lot	engine detailing	1
set	replace bulbs	1
set	replace front shock absorber LH & RH	1
set	replace rear shock absorber LH & RH	1
set	replace front shock absorber mounting LH & RH	1
	*** all items inclusive of labor***	
Unit	Toyota Innova	
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
set	replace front brake pads	1
lot	clean and adjust brakes (front and rear)	1
pc	replace brake fluid	1
pc	brake cleaner	1

lot	wheel alignment	1
lot	tire rotation & balancing	1
set	replace wiper blades	1
lot	engine detailing	1
set	stabilizer rod LH & RH	1
set	stabilizer bushing LH & RH	1
set	replace front shock absorber LH & RH	1
set	replace rear shock absorber LH & RH	1
set	replace front shock absorber mounting LH & RH	1
	*** all items inclusive of labor***	
Unit	Toyota Innova,	
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
set	replace front brake pads	1
lot	clean and adjust brakes (front and rear)	1
pc	replace brake fluid	1
pc	brake cleaner	1
lot	wheel alignment	1
lot	tire rotation & balancing	1
set	replace wiper blades	1
lot	engine detailing	1
set	replace front shock absorber LH & RH	1
set	replace rear shock absorber LH & RH	1
set	replace front shock absorber mounting LH & RH	1
pc	steering fluid	1
set	replace bulbs	1
	*** all items inclusive of labor***	
Unit	Toyota Innova	
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
set	replace front brake pads	1
lot	clean and adjust brakes (front and rear)	1
pc	replace brake fluid	1
pc	brake cleaner	1
lot	wheel alignment	1
lot	tire rotation & balancing	1

set	replace wiper blades	1
lot	engine detailing	1
set	replace front shock absorber LH & RH	1
set	replace rear shock absorber LH & RH	1
set	replace front shock absorber mounting LH & RH	1
	*** all items inclusive of labor***	
Unit	2018 Toyota Vios	
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
lot	clean and adjust brakes (front and rear)	1
pc	replace brake fluid	1
pc	brake cleaner	1
lot	wheel alignment	1
lot	tire rotation & balancing	1
set	replace wiper blades	1
lot	engine detailing	1
	*** all items inclusive of labor***	
	2012 Toyota Hiace Commuter	
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
set	replace front brake pads	1
lot	clean and adjust brakes (front and rear)	1
pc	replace brake fluid	1
pc	brake cleaner	1
lot	wheel alignment	1
lot	tire rotation & balancing	1
set	replace wiper blades	1
lot	engine detailing	1
lot	replace timing belt	1
lot	replace fan belt	1
lot	clean EGR and intake	1
pc	replace steering wheel	1
pc	replace shifting cover	1
	*** all items inclusive of labor***	
	xxxx nothing follows xxxxx	
	xxxxxxxxxx	
	xxxxxxxxxx	

IV	SUPPLIER'S OBLIGATIONS AND DELIVERY	IV
	<ol style="list-style-type: none"> 1. Has the capacity to supply/delivery the parts and labor/services as stated in the Purchase Request 2. All parts and labor/services shall start within seven (7) working days upon receipt of the Notice to Proceed (NTP) 3. Duration of periodic maintenance: Minimum of one (1) working day, maximum if three (3) working days per vehicles; ALL VEHICLES must be repaired/finished within (15) to Thirty (30) working days. 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. 5. Replace any defective items free of charge within one (1) month upon acceptance 	
V.	TERMS OF PAYMENT	
	<ol style="list-style-type: none"> 1. The processing of payment by the Department shall commence upon receipt of ALL SUPPORTING DOCUMENTS 2. Payment shall be made within thirty (30) working days upon completion and from receipt of the complete supporting documents, provided ALL SUPPORTING DOCUMENTS ARE IN ORDER and upon submission of the Sales Invoice and Provisional Receipt. Payment will be made through the List of Due and Demandable Accounts Payable (LDDAP). 3. All payment shall be inclusive of all applicable taxes and other lawful charges. All taxes withheld shall form part of the amount paid to the supplier. 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. 4. All payment shall be made to the supplier, and shall be in the Philippine Pesos 	