



PURCHASE REQUEST

Entity Name: _____

20-0022

Fund Cluster: _____

Office/Section : <u>Administrative Division</u>		PR No. : _____	Date: <u>20 February 2020</u>		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	1 LOT	Preventive Maintenance for GCG Motor Vehicles for the period 1 March 2020 to 31 December 2020.			
		Scope of Works:			
		Toyota Fotuner Diesel 2013 Model <i>CS60</i>			
	✓ 185,000 KM	Plate number SLB 159/ABE-1217 A/T	1	12,000.00	12,000.00
		Change engine oil and oil filter			
		Replace fuel filter			
		Replace air filter			
		Tune up engine			
		Pull down four wheel to clean and adjust brake			
		Body wash, under wash and engine wash			
		Tire rotation and wheel alignment			
		Toyota Fotuner Diesel 2013 Model	1	10,800.00	10,800.00
	✓ 190,000 KM	Plate number SLB 159/ABE-1217 A/T			
		Change engine oil and oil filter			
		Replace fuel filter			
		Replace air filter			
		Tune up engine			
		Pull down four wheel to clean and adjust brake			
		Remove and replace drive belt			
		Perform tire rotation and wheel alignment			
		Apply lubricants all door hinges and rubber			
		Toyota Fotuner Diesel 2013 Model	1	10,000.00	10,000.00
	✓ 195,000 KM	Plate number SLB 159/ABE-1217 A/T			
		Change engine oil and oil filter			
		Pull down four wheel to clean and adjust brake			
		Apply lubricants all door hinges and rubber			
		Body wash, under wash and engine wash			
		Perform tire rotation and wheel alignment			
		Toyota Fotuner Diesel 2013 Model	1	24,100.00	24,100.00
	✓ 120,000 KM	Plate number SKW-234/ABE 1202 <i>CMPC</i>			
		Change engine oil and oil filter			
		Replace fuel filter			
		Replace air filter			
		Tune up engine			
		Replace cabin filter			
		Replace spark plugs			
		Replace radiator coolant			
		Replace power steering fluid			
		Replace brake fluid			
		Replace transmission fluid			
		Replace differential gear oil			

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 24 Feb. 2020

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Pull down four wheel to clean and adjust brake			
		Perform tire rotation and wheel alignment			
		Engine wash, body and underwash			
		Toyota Fortuner Gas A/T	1	11,800.00	11,800.00
	125,00 KM	Plate number SKW-234/ABE 1202			
		Change engine oil and oil filter			
		Replace spark plugs			
		Clean and adjust brakes			
		Perform tire rotation and wheel alignment			
		Apply lubricants door hinges and rubber windows			
		Perform engine/ body/under wash			
		Toyota fortuner Gas 2013 model A/T	1	12,500.00	12,500.00
	130,000 KM	Plate number SKW-234/ABE 1202.			
		Change engine oil and oil filter			
		Replace spark plugs			
		Pull down four wheel to clean and adjust brake			
		Perform tire rotation and wheel alignment			
		Apply lubricants door hinges and rubber windows			
		Perform engine/ body/under wash			
		Toyota fortuner Gas 2013 model M/T	1	11,800.00	11,800.00
	125,000 KM	Plate number SKW-263/ABE 1201			
		Change engine oil and oil filter			
		Clean and adjust brakes			
		Top up all fluids			
		Perform tire rotation and wheel alignment			
		Apply lubricants door hinges and rubber windows			
		Perform engine/ body/under wash			
		Toyota fortuner Gas 2013 model M/T	1	24,000.00	24,000.00
	130,000 KM	Plate number SKW-263/ABE 1201			
		Change engine oil and oil filter			
		Replace air filter			
		Replace fuel filter			
		Tune up engine			
		Replace spark plugs			
		Replace power steering fluid, brake fluid. Radiator coolant, transmission fluid and differential gear oil			
		Replace cabin filter			
		Clean and adjust brakes			
		Perform tire rotation and wheel alignment			
		Perform engine/ body/under wash			
		Apply lubricants door hinges and rubber windows			
		Toyota fortuner Gas 2013 model M/T	1	11,400.00	11,400.00
	135,000 KM	Plate number SKW-263/ABE 1201			
		Change engine oil and oil filter			
		Clean and adjust brakes			
		Apply lubricants door hinges and rubber windows			
		Perform tire rotation and wheel alignment			
		Perform engine/ body/under wash			
		Toyota innova Gas 2013 model M/T	1	13,400.00	13,400.00
	60,000 KM	Plate number SKW - 235 M/T			
		Change engine oil and oil filter			
		Replace air filter			
		Replace fuel filter			

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		✓ Tune up engine			
		✓ Remove and replace aircon and cabin filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform tire rotation and wheel alignment			
		✓ Perform engine/ body/under wash			
		✓ Apply lubricants door hinges and rubber windows			
	65,000 KM	✓ Toyota innova Gas 2013 model M/T	1	10,000.00	10,000.00
		✓ Plate number SKW - 235 M/T			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform tire rotation and wheel alignment			
		✓ Apply lubricants door hinges and rubber windows			
	70,000 KM	✓ Toyota innova Gas 2013 model M/T	1	13,400.00	13,400.00
		✓ Plate number SKW - 235 M/T			
		✓ Change engine oil and oil filter			
		✓ Tune up engine			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform tire rotation and wheel alignment			
		✓ Perform engine/ body/under wash			
		✓ Replace spark plugs			
		✓ Replace air filter			
		✓ Replace fuel filter			
	35,000 KM	✓ Toyota altis Gas 2015 model A/T	2	9,200.00	18,400.00
		✓ Plate number SAA-3073			
	35,000 KM	✓ Plate number SAA-3074			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Perform engine/ body/under wash			
		✓ Perform tire rotation and wheel alignment			
	40,000 KM	✓ Toyota altis Gas 2015 model A/T	2	22,900.00	45,800.00
		✓ Plate number SAA-3073			
	40,000 KM	✓ Plate number SAA-3074			
		✓ Change engine oil and oil filter			
		✓ Replace spark plugs			
		✓ Remove and replace aircon cabin filter			
		✓ Tune up engine			
		✓ Radiator flushing			
		✓ Flushing brake fluid			
		✓ Flushing power steering fluid			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Perform engine/ body/under wash			
		✓ Perform tire rotation and wheel alignment			
	45,000 KM	✓ Toyota altis Gas 2015 model A/T	2	9,200.00	18,400.00
		✓ Plate number SAA-3073			
	45,000 KM	✓ Plate number SAA-3074			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Perform tire rotation and wheel alignment			
	35,000 KM	✓ Toyota innova Diesel 2015 model	1	11,400.00	11,400.00
		✓ Plate number SAA-3057 A/T			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform engine/ body/under wash			

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		✓ Perform tire rotation and wheel alignment			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Toyota innova Diesel 2015 model	1	24,100.00	24,100.00
	40,000 KM	✓ Plate number SAA-3057 A/T			
		✓ Change engine oil and oil filter			
		✓ Change fuel filter			
		✓ Tune up engine			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Flushing brake master assy			
		✓ Flushing power steering fluid			
		✓ Remove and replace aircon cabin filter			
		✓ Change transmission fluid (ATF)			
		✓ Change differential gear oil			
		✓ Radiator flushing coolant			
		✓ Perform engine/ body/under wash			
		✓ Perform tire rotation and wheel alignment			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Toyota innova Diesel 2015 model	1	9,600.00	9,600.00
	45,000 KM	✓ Plate number SAA-3057 A/T			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform tire rotation and wheel alignment			
		✓ Perform engine/ body/under wash			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Nissan sylphy Gas 2015 model A/T ✓	1	9,200.00	9,200.00
	30,000 KM	✓ Plate number SAA-3357 A/T			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform engine/ body/under wash			
		✓ Perform tire rotation and wheel alignment			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Nissan sylphy Gas 2015 model A/T	1	9,200.00	9,200.00
	35,000 KM	✓ Plate number SAA-3357 A/T			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform engine/ body/under wash			
		✓ Perform tire rotation and wheel alignment			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Nissan sylphy Gas 2015 model A/T	1	12,800.00	12,800.00
	40,000 KM	✓ Plate number SAA-3357 A/T			
		✓ Change engine oil and oil filter			
		✓ Tune up engine			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Flushing radiator coolant			
		✓ Flushing barake fluid			
		✓ Perform engine/ body/under wash			
		✓ Perform tire rotation and wheel alignment			
		✓ Apply lubricants door hinges/rubber windows			
		✓ Change aircon cabin filter			
		✓ Change spark plug			
		✓ Toyota innova Diesel 2015 model ✓ RTR	1	9,200.00	9,200.00
	81,000 KM	✓ Plate number SAA-3056 A/T			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform engine/ body/under wash			
		✓ Perform tire rotation and wheel alignment			
		✓ Apply lubricants door hinges/rubber windows			

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		✓ Toyota innova Diesel 2015 model	1	9,000.00	9,000.00
	88,000 KM	✓ Plate number SAA-3056 A/T			
		✓ Change engine oil and oil filter			
		✓ Pull down four wheel to clean and adjust brake			
		✓ Perform tire rotation and wheel alignment			
		✓ Perform engine/ body/under wash			
		Toyota innova Gas 2013 model	1	12,100.00	12,100.00
	95,000 KM	Plate number SAA-3056 A/T			
		Change engine oil and oil filter			
		Pull down four wheel to clean and adjust brake			
		Perform engine/ body/under wash			
		Perform tire rotation and wheel alignment			
		Apply lubricants door hinges/rubber windows			
		Inspection of the following for every maintenance service for each vehicle:			
		Battery			
		Aircon			
		Timing Belt/Chain			
		Driving Belt			
		Timing Gear/Chain			
		Brake Pad/Shoe/Disc/Fluid			
		Lights			
		Horn			
		Wiper and Rubber Blade			
		Tire			
		Engine			
		Body/Chassis			
		Radiator Coolant			
		Provision for tentative parts for any findings on any GCG vehicles, subject to approval of GCG-AFO before replacement		50,000.00	50,000.00
		Total cost is inclusive of the labor cost and taxes. Payments will be made based on the actual services rendered.			
		TOTAL:			404,400.00

Purpose: Preventive Maintenance for GCG Vehicles

Requested by:

Approved by:

Signature :

Printed Name : **JUDITH C. JEBULAN**
 Designation : Chief Administrative Officer

JAYPEE O. ABESAMIS
 Director IV AFO

GOVERNANCE COMMISSION FOR GCG
 ALLOTTED
 R.A. No. 11465
 Fund Available: () General () Special
 Function Project 100010001
 502 30 6001 - Repair Motor Vehicle