

PURCHASE ORDER
DBM - GPPB-TSO
Entity Name

Appendix 61

Supplier : **FLEETSERV INC.**
Address : 3rd Avenue, Brgy. Bagong Lipunan ng Crame, Quezon City
TIN : 008-902-419

P.O. No. : PO-AD-2024-012
Date : 30 April 2024

Mode of Procurement : **Section 53.9 (Negotiated Procurement - Small Value Procurement) of the Revised IRR of RA 9184**

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Government Procurement Policy Board – Technical Support Office Building (GPPB-TSO) Building, Commonwealth Avenue, UP Diliman Campus, Quezon City

Delivery Term : five (5) calendar days upon receipt of the Purchase Order.

Date of Delivery : five (5) calendar days upon receipt of the Purchase Order.

Payment Term : Land Bank's LDDAP-ADA/Bank Transfer facility.

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<p>Repair and Maintenance of GPPB-TSO Official Vehicles (Including Tires and Batteries) Preventive Maintenance Service: I. Scope of Work a. Service Provider (SP) must diagnose/ check-up the following vehicles:</p> <p>i. Nissan Urvan NV350 2018 (SAB9273) -107,618km check-up -Replacement of Motor Oil (Fully synthetic) -Inspection and replacement of Oil filter -Engine Flushing -Replacement of Fuel filter -Replacement of Air filter -Replacement of Power Steering Fluid -Inspection and replacement of Gear Oil -Inspection and replacement of Differential Oil -Inspection and replacement of Brake Fluid -Inspection and replacement of Coolant -Inspection of Serpentine Belt -Inspection of Timing Belt Component -Battery Health Check -Inspection and repair of Auxiliary Motor Fan -EGR and Intake/Exhaust Manifold Cleaning -Inspection, cleaning, leak test of Aircon System and flushing system -Inspection and replacement of evaporator -Inspection and refill of Freon -Inspection of Capilla Oil -Inspection of Cabin Filter -Inspection of Receiver Drier -Expansion valve front -Expansion valve rear -Cooling Coil -Inspection and cleaning of Condenser -Inspection of Compressor -Inspection of Shock absorber, rear and front -Tire rod -Rack End -Ball Joint -Wheel Hub Bearing -Inspection of Brake pad, Brake Shoe and Rotor Disc -Inspection of Clutch disc, Pressure plate, Release bearing, Pilot bearing, Primary clutch master cylinder, Secondary cylinder -Inspection and repair of Power Window Mechanism -Inspection and correction of other parts Front wipers, Tires, Head light, Brake light, Park light, Wheel alignment and balancing, Camber.</p> <p>ii. Nissan Urvan NV350 2018 (SAB8443) -97,760km check up -Replacement of Motor Oil (Fully synthetic) -Inspection and replacement of Oil filter -Engine Flushing -Replacement of Fuel filter -Replacement of Air filter -Inspection and replacement of Gear Oil -Inspection and replacement of Differential Oil -Inspection and replacement of Brake Fluid -Inspection and replacement of Coolant -Inspection of Serpentine Belt -Inspection of Timing Belt Component -Battery Health Check -Replacement of Battery Size: N70/3SMF, 75ah</p>	1	P 282,100.00	P 282,100.00


BERNADETTE S. CELIS
 Business Manager
 FleetSERV Inc.
 Phone 7585 4358 / Fax 7201 4540
 Mobile 09175378886

5/3/2024

- Inspection and repair of Auxiliary Fan Motor EGR and Intake/Exhaust Manifold Cleaning
- Inspection, cleaning, leak test of Aircon System and flushing system
- Inspection of evaporator
- Inspection and refill of Freon
- Inspection of Capilla Oil
- Inspection of Cabin Filter
- Inspection of Receiver Drier
- Expansion valve front
- Expansion valve rear
- Cooling Coil
- Inspection and cleaning of Condenser
- Inspection of Compressor
- Inspection of Shock absorber, rear and front
- Tire rod
- Rack End
- Ball Joint
- Wheel Hub Bearing
- Inspection of Brake pad, Brake Shoe and Rotor Disc
- Inspection of Clutch disc, Pressure plate, Release bearing, Pilot bearing, Primary clutch master cylinder, Secondary cylinder
- Inspection and correction of other parts Front wipers, Tires, Head light, Brake light, Park light, Wheel alignment and balancing, Camber.
- Replacement of Tires
- Quantity: 2
- Tubeless
- Width: 195
- Height: 80mm
- Diameter: 15"

iii. Toyota Innova 2016 (SAB9272)

- 116,464km check up
- Replacement of Motor Oil (Fully synthetic)
- Inspection and replacement of Oil filter
- Engine Flushing
- Replacement of Air filter
- Inspection and replacement of Gear Oil
- Inspection and replacement of Differential Oil
- Inspection and replacement of Brake Fluid
- Inspection and replacement of Coolant
- Inspection of Serpentine Belt
- Inspection of Timing Belt Component
- Battery Health Check
- Inspection and repair of Auxiliary Motor Fan
- EGR and Intake/Exhaust Manifold Cleaning
- Inspection, cleaning, leak test of Aircon System and flushing system
- Inspection and replacement of evaporator
- Inspection and refill of Freon
- Inspection of Capilla Oil
- Inspection of Cabin Filter
- Inspection of Receiver Drier
- Expansion valve front
- Expansion valve rear
- Cooling Coil
- Inspection and cleaning of Condenser
- Inspection of Compressor
- Inspection of Shock absorber, rear and front
- Tire rod
- Rack End
- Ball Joint
- Wheel Hub Bearing
- Inspection and replacement of rear wheel cylinder
- Inspection and replacement of front wheel cylinder
- Inspection of Brake pad, Brake Shoe and Rotor Disc
- Inspection and cleaning of Drum Brake
- Adjustment of Hand brake cable
- Battery health check
- Inspection and correction of other parts Front wipers, Tires, Head light, Brake light, Park light, Wheel alignment and balancing, Camber.
- Replacement of Tires
- Quantity: 4
- Tubeless
- Width: 205
- Height: 65mm
- Diameter: 15"

iv. Toyota Innova 2013 (SLA925/ABE1082)

- Replacement of Tires
- Quantity: 4
- Tubeless
- Width: 205
- Height: 65mm
- Diameter: 15"

Bernadette S. Celis
BERNADETTE S. CELIS

5/3/2024
Business Manager
FleetSERV Inc.
Phone 7585 4358 / Fax 7239 4340
Mobile 09175378886

v. **Toyota Innova 2017 (VQ7372)**

-Replacement of Tires
Quantity: 4
Tubeless
Width: 205
Height: 65mm
Diameter: 15"

vi. **Toyota GL Grandia (SAB9271)**

-Replacement of Tires
Quantity: 4
Tubeless
Width: 195
Height: R15C
Diameter: 106/104S

b. SP shall ensure availability of its service, manpower, and availability of parts. The actual duration of the maintenance shall be agreed upon by the End-User and SP in consideration of the nature and complexity of the service.

c. SP warrants that replacement of parts, tools, and materials to be used for the automotive service shall be appropriate to the type and model of the vehicle.

d. SP warrants that the vehicle under the maintenance services shall be safe and secure while in the custody of the contractor.

e. During the check-up, SP shall send a list of parts that are found to be defective and needs to be replaced.

Delivery Requirements: End-User will coordinate the schedule of Preventive Maintenance for each vehicle within five (5) calendar days upon receipt of the Purchase Order

*****nothing follows*****

(Total Amount in Words) **Two Hundred Eighty-Two Thousand One Hundred Pesos Only**

PHP 282,100.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days' written notice, if determined the existence of conditions make the project implementation economically, financially, or technically impractical and/or unnecessary, such as, but not limited to, fortuitous events or changes in law, and national government policies.

Conforme:

BERNADETTE S. CELIS
Business Manager
FleetSERV Inc.

Phone 7585 4358 / Fax 7239 4340

Signature over Printed Name of Supplier

Mobile 09175378886

Date

5/3/2024

Very truly yours,

MARIA DIONESIA A. RIVERA-GUILLERMO
05/02/2024
Signature over Printed Name of Authorized Official
Deputy Executive Director IV
Designation

Fund Cluster: **01**

Funds Available: **Php 282,100.00**

HARRY A. CURAZA
Signature over Printed Name of Accountant IV

ORS/BURS No. : _____
Date of the ORS/BURS: _____

Amount : _____