

**PURCHASE ORDER**  
OFFICE OF THE VICE PRESIDENT

7th Floor Ben-Lor Bldg., Quezon Ave., Quezon City

Supplier	TOYOTA NORTH EDSA	P.O. No.	08-105-20
Address	Mindanao Avenue Extension, Sitio Duhat, Ugong, Valenzuela City	Date	August 18, 2020
TIN:		Mode of Procurement:	Direct Contracting

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

Place of Delivery:	7/F Ben-Lor Bldg., 1184 Quezon Avenue, QC	Delivery Term:	Please see attached Technical Specifications
Date of Delivery :		Payment Term:	15 working days upon completion of service and receipt of complete documents

Stock No.	Unit	Qty	Description	Unit Cost	Amount
			Preventive Maintenance of Motor Vehicle		
	lot	1	20,000 KM Check-up	2,385.00	2,385.00
	pc	7	TDO CH-4 15W-40 1L	212.95	1,490.65
	pc	1	Oil Filter	487.05	487.05
	pc	1	Gasket	35.49	35.49
	can	1	Brake Cleaner	370.54	370.54
	pc	1	Brake Anti-Squeal	267.86	267.86
	can	1	Silicone Spray	334.82	334.82
	pc	7.5	Wheel Alignment	500.00	3,750.00
	pc	2	Wheel Balancing	500.00	1,000.00
	lot	1	Miscellaneous (rags, gloves)	803.58	803.58
	lot	1	VAT	1,310.99	1,310.99
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order		
			** nothing follows*		
			Toyota Hi-Ace Commuter PSM531		

Total Amount in Words: Twelve Thousand Two Hundred Thirty Five Pesos and 98/100 Only 12,235.98

In case of failure to make the full delivery within the time specified above, a penalty of one tenth of one percent (0.001) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed.

Very truly yours,

*MA. CARMELITA S. WARREN*  
MA. CARMELITA S. WARREN  
Chief, Administrative Division  
(Authorized Official)

Conforme: *Richard Dan Venturo*  
Richard Dan Venturo  
(Signature over printed name of Supplier)  
8/20/2020  
Date

Funds Available	✓ R.C.N. 98	OBR No:	01-2020-03-01992
		Amount:	12,235.94
JULIETA L. VILLADELREY			