

*Mae*  
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DATE

**PURCHASE ORDER**  
**OFFICE OF THE VICE PRESIDENT**

7/F Ben-Lor Building, Quezon Avenue, Quezon City

Supplier	TOYOTA QUEZON AVENUE, INC.	P.O. No.	03-033-20
Address	728 Quezon Avenue, Quezon City	Date	March 4, 2020
TIN:		Mode of Procurement:	Negotiated Procurement-Small Value Procurement

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:	5 calendar days upon receipt of vehicle
Date of Delivery :		Payment Term:	15 to 30 days upon receipt of complete documents and completion of repair

Stock No.	Unit	Qty	Description	Unit Cost	Amount
	pc	2	Rotor Disc, Front	₱12,327.01	24,654.02
	pc	1	Brake Pad Kit	4,709.82	4,709.82
	pc	2	Brake Cleaner	168.08	336.16
	pc	2	Brake Paste	760.71	1,521.42
	pc	2	Brake Cleaning and Adjustment	500.00	1,000.00
	lot	1	Miscellaneous (rags, gloves, environmental fee)	339.54	339.54
	lot	1	Labor	500.00	500.00
			VAT	3,967.32	3,967.32
			(Toyota Hi-Ace, VI-4070)		
			Submitted Technical Specifications and Price Quotation shall form part of the Purchase Order		
			*nothing follows*		

Total Amount in Words: Thirty Seven Thousand Twenty Eight Pesos and 28/100 P37,028.28

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,

*MMA*  
**MA. CARMELITA S. WARREN**  
Chief Administrative Officer  
(Authorized Official)

Conforme: *Ahmed Mohamed*  
(Signature over printed name of Supplier)  
3/9/2020  
Date

Funds Available	₱ 37,028.28	OBR No:	02-107107-2020-03-00577
	<i>Julieta Villadelrey</i> <b>JULIETA L. VILLADELREY</b> Chief Accountant	Amount:	₱ 37,028.28