

# of the Philippines

## PURCHASE ORDER

OFFICE OF THE VICE PRESIDENT

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

Supplier <b>TOYOTA QUEZON AVENUE, INC.</b>	P.O. No. <b>07-096-20</b>
Address <b>728 Quezon Avenue, Quezon City</b>	Date <b>July 30, 2020</b>
TIN:	Mode of Procurement: <b>Negotiated Procurement-Small Value Procurement</b>

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


Place of Delivery: <b>7/F Ben-Lor Bldg., 1184 Quezon Avenue, QC</b>	Delivery Term: <b>Please see attached Technical Specifications</b>
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Date of Delivery :	Payment Term: <b>15 working days upon completion of repair and receipt of complete documents</b>
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Stock No.	Unit	Qty	Description	Unit Cost	Amount
			<b>Preventive Maintenance of Motor Vehicle</b>		
	liter	10	TGFS SN/CF 5W 1L Motor Oil	675.905	6,759.05
	pc	1	Oil Filter	510.49	510.49
	pc	1	Drain Plug Gasket	39.75	39.75
	pc	1	DSL Injector Cleaner	1,703.00	1,703.00
	pc	1	Brake Cleaner	196.00	196.00
	lot	1	Fuel System Service (Tune-up)	3,500.00	3,500.00
	lot	1	Brake Maintenance Service	1,703.99	1,703.99
	lot	1	Engine Treatment Flush	1,511.00	1,511.00
	lot	1	Miscellaneous (grease, rags, gloves, sandpaper, environmental fee, engine wash)	1,526.28	1,526.28
	lot	1	Labor	5,712.00	5,712.00
			<i>Toyota Land Cruiser, 130104</i>		
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order		
			** nothing follows*		

Total Amount in Words: **Twenty Three Thousand One Hundred Sixty One Pesos and 56/100 Only** **23,161.56**

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**  
Chief, Administrative Division  
(Authorized Official)

Conforms:   
(Signature over printed name of Supplier)  
Date \_\_\_\_\_

Funds Available <b>₱ 23,161.56</b>  <b>JULIETA L. VILLADELREY</b>	OBR No: <b>02-101101-2020-07-1761</b> Amount: <b>₱ 23,161.56</b>
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of the Philippines**

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

Conforme:

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(Signature over printed name of Supplier)

\_\_\_\_\_  
Date

Funds Available <b>₱ 23,161.56</b>   <b>JULIETA L. VILADELREY</b> Chief Accountant	OBR No: <b>02-101101-2020-07-1761</b> Amount: <b>₱ 23,161.56</b>
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