

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amoroso St., Legaspi Village
 Makati City

PURCHASE ORDER

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|---|---|
| Supplier: TOYOTA MAKATI, INC. Address: Ayala Cor. Metropolitan Avenue, Bel-air, Makati City, NCR 4th District, Philippines TIN: 225-814-535-00001 Account No.: Telephone: (02) 8897-3333 | P.O. # 022-03-016 Date: March 28, 2022 Mode of Procurement: Small Value Procurement 53.9 Bank: Fax: |
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

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| Place of Delivery: OFFICE OF THE SOLICITOR GENERAL Date of Delivery: | Delivery Term: w/n 30 days upon receipt of P.O. Payment Term: Cash |
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| Stock No. | Unit | Description | Qty. | Unit Cost | Amount |
|---|------|---------------------------------|-------|------------|---------------------|
| Preventive Maintenance Service: | | | | | |
| Perform 10,000km check-up for OSG Service Vehicle Model: 2018 Hi-ace Commuter 3.0 DSL with Conduction Sticker No. A3T320 | | | | | |
| Labor: | | 10,000 KM Check-up | 3.800 | Php 450.00 | Php 1,710.00 |
| | | Battery Health Check | 0.440 | 500.00 | 220.00 |
| | | Labor Cost: | | | Php 1,930.00 |
| Parts: | | Oil Filter IMV | 1 | 487.05 | 487.05 |
| | | Gasket | 1 | 48.88 | 48.88 |
| | | TGFS SN/CF 10W-40 4L | 1 | 1,691.52 | 1,691.52 |
| | | TGFS SN/CF 10W-40 1L | 3 | 473.66 | 1,420.98 |
| | | Parts Cos:: | | | Php 3,648.43 |
| Sublet: | | Miscellaneous Package B | 1 | 334.49 | 334.49 |
| | | Sublet Cos:: | | | Php 334.49 |
| Miscellaneous | | Break Cleaner | 1 | 246.75 | 246.75 |
| | | Sanding Paper #120 For PM/GJ/BP | 1 | 10.71 | 10.71 |
| | | Miscellaneous Cost: | | | Php 257.46 |
| Total Labor: | | | | | Php 1,930.00 |
| Total Parts: | | | | | 3,648.43 |
| Total Sublet: | | | | | 334.49 |
| Total MISC/Material | | | | | 257.46 |
| SUBTOTAL: | | | | | Php 6,170.38 |
| less discount: | | | | | 0.00 |
| VAT | | | | | 740.45 |

Total Amount in Words: **Six Thousand Nine Hundred Ten Pesos and 83/100 Only** Php **6,910.83**

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

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| Conforme: _____ (Signature over printed name) _____ (Date) | Very truly yours,  JESSICA L. CASTRO CAO, Administrative Division 1 EDITHA R. BUENDIA Director IV, HRMAS |
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| Funds Available: _____ ALOBS: _____ Amount: _____ ARIEL J. UBIÑA Chief Accountant | |
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