

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City  
**PURCHASE ORDER**

Supplier: <b>TOYOTA PASONG TAMO, INC.</b>	P.O. # <b>024-09-153</b>
Address: 2292 Pasong Tamo Extension, 1231 Makati City Philippines	Date: <b>September 23, 2024</b>
TIN: 003-821-973-00000	
Account No.: _____ Bank: _____	Mode of Procurement:
Telephone: (02) 8893-8084 Loc. 720 Fax: (02) 893-8327/893-8356	Negotiated Procurement - Small Value Procurement (53.9)

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

Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term: Within 30 days upon receipt of Purchase Order
Date of Delivery: _____	Payment Term: <b>CASH</b>

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
<b>PREVENTIVE MAINTENANCE SERVICE: FOR 60,000 KM CHECK-UP FOR VEHICLE MODEL: TOYOTA INNOVA 2.0E GAS A/T WITH PLATE NO. SLG 330</b>					
	hour	<b>Labor:</b> 60,000 KM Check-Up	3.400	Php 553.57	Php 1,882.14
		<b>Subtotal:</b>			Php 1,882.14
	piece	<b>Parts:</b> Gasket	1	67.86	67.86
	piece	Oil Filter	1	502.90	502.90
	piece	Plug, Spark	4	150.00	600.00
	liter	TGFS SN/CF 5W-30 1L	6	730.58	4,383.48
	liter	Gas Injector Cleaner	1	837.50	837.50
	liter	Toyota Genuine Gasoline Engine Flush	1	654.69	654.69
		<b>Subtotal:</b>			Php 7,046.43
	lot	<b>Sublet:</b> Miscellaneous PMS	1	500.00	500.00
	lot	Big Stop Squeal GJ	1	625.00	625.00
		<b>Subtotal:</b>			Php 1,125.00
	lot	<b>MISC/Material:</b> Brake Cleaner PM	1	228.71	228.71
		<b>Subtotal:</b>			Php 228.71
		Total Labor:			Php 1,882.14
		Total Parts:			Php 7,046.43
		Total Sublet:			Php 1,125.00
		Total MISC/Material:			Php 228.71
		<b>SUBTOTAL:</b>			Php 10,282.28
		<b>VAT:</b>			Php 1,233.88
<p>Note: Service provider must warrant that in case of defect in the repaired unit upon usage, it will be subject for repair/replacement, free of charge.</p> <p>The following shall be deemed to form and construed as part of the agreement:</p> <p style="margin-left: 40px;">I. Quotation</p> <p style="margin-left: 40px;">II. Other documents as may be required by laws</p>					

Total Amount in Words: **ELEVEN THOUSAND FIVE HUNDRED SIXTEEN AND 16/100 PESOS ONLY** Php 11,516.16

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.

Very truly yours,

**MARY JANE RADA**  
**CASHIER**

**JESSICA L. CASTRO**  
 CAO, Administrative Division

Conforme: \_\_\_\_\_  
 (Signature over printed name)

**EDITHA R. BUENDIA**  
 Director IV, HRMAS

**10/20/24**  
 (Date)

Funds Available: \_\_\_\_\_ ALOBS: PCF  
 Amount: \_\_\_\_\_  
**ARIEL J. UBIÑA**  
 Chief Accountant