

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

PURCHASE ORDER

Supplier: CT CITIMOTORS INC.	P.O. # 024-09-143
Address: PASONG TAMO, COR. DON BOSCO, MAKATI CITY	Date: September 10, 2024
TIN: 000-113-791-00000	
Account No.: _____ Bank: _____	Mode of Procurement:
Telephone: 8892-03331 local 455-456 Fax: _____	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: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: Within 30 days upon receipt of Purchase Order
Date of Delivery: _____	Payment Term: CASH

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
PREVENTIVE MAINTENANCE SERVICE: FOR 15,000 KM CHECK-UP FOR VEHICLE MODEL: MITSUBISHI 2023 XPANDER GLS WITH CONDUCTION STICKER NO. Y2-G870					
Labor:					
	lot	PERFORM 15,000 KMS CHECK UP	1	Php 1,528.00	Php 1,528.00
	lot	CHANGE OIL & TUNE UP	-	-	-
	lot	OPEN ALL WHEELS TO CHECK,CLEAN & ADJ. BRAKES	1	960.00	960.00
	lot	CHECK BATTERY COND & CHARGING SYSTEM	1	160.00	160.00
	lot	ALIGNMENT & TIRE ROTATION	1	1,350.00	1,350.00
	lot	ENGINE GROOMING	1	900.00	900.00
		Subtotal:			Php 4,898.00
Parts & Materials:					
	liter	FULLY SYNTHETIC OIL	4	675.00	2,700.00
	piece	OIL FILTER	1	650.00	650.00
	set	CAR CARE KIT	1	375.00	375.00
	set	SHOP CONSUMABLE	1	250.00	250.00
	can	BRAKE CLEANER	1	375.00	375.00
	piece	SAND PAPER	1	15.00	15.00
	piece	DRAIN PLUG GASKET	1	150.00	150.00
	piece	PCC	1	90.00	90.00
		Subtotal:			Php 4,605.00
		Total Labor:			Php 4,898.00
		Total Parts & Materials:			Php 4,605.00
<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: 20px;">I. Quotation</p> <p style="margin-left: 20px;">II. Other documents as may be required by laws</p>					

Total Amount in Words: **NINE THOUSAND FIVE HUNDRED THREE PESOS ONLY** Php **9,503.00**

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,

Conforme: 
 (Signature over printed name)
9/12/24
 (Date)


JESSICA L. CASTRO
 CAO, Administrative Division


EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: ALOBS: PCF
 Amount: _____
ARIEL J. UBIÑA
 Chief Accountant