

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

Supplier: TOYOTA MANILA BAY CORPORATION UNDER THE TRADE NAME TOYOTA CUBAO	P.O. # 025-04-064 Date: April 30, 2025
Address: 926 Aurora Boulevard, San Roque, Quezon City TIN: 004-676-716-000 Account No.: CA#0272-1088-11 Telephone: (02) 8981-6168	Bank: LBP-Baclaran Branch Fax:
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: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: Within 30 days upon receipt of Purchase Order
Date of Delivery:	Payment Term: Within 30 days upon final acceptance (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		PREVENTIVE MAINTENANCE SERVICE: FOR 75,000 KM CHECK-UP FOR VEHICLE MODEL: TOYOTA COROLLA ALTIS 1.6 G M/T WITH PLATE NO. SNE 6656/CONDUCTION STICKER NO. A7-G253			
	hour	Labor: 75,000 KM Check-Up	2.800	Php 553.57	Php 1,550.00
		Subtotal:			Php 1,550.00
	liter	Parts: Gasket	1	67.86	67.86
	liter	Oil Filter	1	372.77	372.77
	liter	Toyota Genuine Engine Room Cleaner	1	295.31	295.31
	liter	Toyota Genuine Engine Room Coat	1	305.80	305.80
	liter	TGMO SN/CF 10W-30 1L	5	290.18	1,450.90
		Subtotal:			Php 2,492.64
	lot	Sublet: GJ Miscellaneous	1	400.00	400.00
	lot	Car Care LA	1	670.00	670.00
	can	Brake Conditioning	1	390.00	390.00
	lot	GJ Engine Treatment	1	975.00	975.00
		Subtotal:			Php 2,435.00
	can	MISC/Material: Silicon Spray PM	0.500	830.76	415.38
	lot	Octae Boost-PMS/Injector Cleaner	1	975.00	975.00
		Subtotal:			Php 1,390.38
		Total Labor:			Php 1,550.00
		Total Parts:			Php 2,492.64
		Total Sublet:			Php 2,435.00
		Total MISC/Material:			Php 1,390.38
		SUBTOTAL:			Php 7,868.02
		VAT:			Php 944.16
		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.			
		The following shall be deemed to form and construed as part of the agreement: I. Quotation II. Other documents as may be required by laws			

Total Amount in Words: **EIGHT THOUSAND EIGHT HUNDRED TWELVE AND 18/100 PESOS ONLY** **Php 8,812.18**

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,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme: _____
(Signature over printed name)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available: _____
ARIEL J. UBIÑA
Chief Accountant

ALOB: 02-10101-2025-05-22
Amount: ₱ 8,812.18

Joel Ruv
5/5/25