

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

Supplier: CT CITIMOTORS INC. Address: PASONG TAMO, COR. DON BOSCO ST., PIO DEL PILAR, MAKATI CITY TIN: 000-113-791-00000 Account No.: Bank: Telephone: 8892-03331 local 455-456 Fax:	P.O. # 025-05-071 Date: May 15, 2025 Mode of Procurement: Negotiated Procurement - Small Value Procurement
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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 VEHICLE MODEL: MITSUBISHI 2023 XPANDER GLS WITH CONDUCTION STICKER NO. Y2-H155					
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	1.00	960.00	960.00
	lot	CHECK BATTERY COND & CHARGING SYSTEM	1	160.00	160.00
Subtotal:					Php 2,648.00
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 2,648.00
Total Parts & Materials:					Php 4,605.00
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: SEVEN THOUSAND TWO HUNDRED FIFTY THREE PESOS ONLY	Php 7,253.00
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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)

(Date)

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:

ALOBS: 02-10/10 1-2025-05-255

Amount: ₱ 7,253.00

ARIEL J. UBINA
 Chief Accountant