

# PURCHASE ORDER

OFFICE OF THE VICE PRESIDENT

7th Floor Ben-Lor Bldg., Quezon Ave, Quezon City

Supplier: <b>TOYOTA NORTH EDSA</b>  Address: <b>Mindanao Avenue Extension, Sitio Duhat, Ugong, Valenzuela City</b>  TIN:	P.O. No.: <b>08-103-20</b>  Date: <b>August 14, 2020</b>  Mode of Procurement: <b>Direct Contracting</b>
--	--

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


Place of Delivery: <b>7/F Ben-Lor Bldg., 1184 Quezon Avenue, QC</b>	Delivery Term: <b>Please see attached technical specifications</b>
Date of Delivery:	Payment Term: <b>15 working days upon completion of service and receipt of complete documents</b>

Stock No.	Unit	Qty	Description	Unit Cost	Amount
			<b>Preventive Maintenance of Motor Vehicle</b>		
	pc	2.2	15,000 KM Check-up	450.00	990.00
	pc	8	TDO CH-4 15W-48 1L	212.95	1,703.60
	pc	1	Oil Filter	487.05	487.05
	pc	1	Gasket	49.55	49.55
	pc	2.1	Brake Lining and Drums	500.00	1,050.00
	can	1	Brake Cleaner	370.54	370.54
	pc	1	Brake Stop Squeal	560.00	560.00
	can	1	Silicon Spray	334.82	334.82
	pc	3.75	Wheel Alignment	500.00	1,875.00
	lot	2	Wheel Balancing	500.00	1,000.00
	lot	1	Miscellaneous (rags, gloves)	401.79	401.79
	pc	1	Fuel System Drier	848.21	848.21
	lot	1	VAT	1,160.46	1,160.46
Submitted Technical Specification and Price Quotation shall form part of the Purchase Order  " nothing follows"  Toyota Hi-Ace Commuter P5M660					

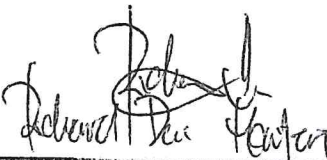
Total Amount in Words: **Ten Thousand Eight Hundred Thirty One Pesos and 02/100 Only** **10,831.02**

in case of failure to make the full delivery within the time specified above, a penalty of one tenth of one percent (0.001) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed.


Very truly yours,

  
**MA. CARMELITA S. WARREN**  
 Chief, Administrative Division  
 (Authorized Official)

Conforme:

  
 (Signature over printed name of Supplier)  
5/24/2020  
 Date

Funds Available: **10,831.02**

  
**JULIETA L. VILADELREY**  
 Chief Accountant

OSR No: **02-10101-2020-08-01989**  
 Amount: **10,831.02**