

of the Philippines

PURCHASE ORDER OFFICE OF THE VICE PRESIDENT

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

Supplier	TOYOTA QUEZON AVENUE, INC.	P.O. No.	08-101-20
Address	72B Quezon Avenue, Quezon City	Date	August 14, 2020
TIN:		Mode of Procurement:	Direct Contracting

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

Place of Delivery:	7/F Ben-Lor Bldg., 1184 Quezon Avenue, QC	Delivery Term:	Please see attached Technical Specifications
Date of Delivery:		Payment Term:	15 working days upon receipt of complete documents

Stock No.	Unit	Qty	Description	Unit Cost	Amount
			Preventive Maintenance of Motor Vehicles		
	lot	1	15,000 KM, Check-up and Tire Rotation	4,793.60	4,793.60
	lot	1	TGFS SMCF 5W-40 1L Motor Oil	10,514.08	10,514.08
	pc	2	Oil Filter	545.50	1,091.00
	pc	2	Drain Plug Gasket	39.75	79.50
	pc	2	DSL Injector Cleaner	1,703.00	3,406.00
	pc	2	Brake Cleaner	196.00	392.00
	lot	1	Fuel System Service (Tune-up)	7,000.00	7,000.00
	lot	1	BG Stop Service for Brake	3,407.98	3,407.98
	lot	1	Engine Treatment Flush	3,022.00	3,022.00
	lot	1	Miscellaneous (grease, rags, gloves, sandpaper, environmental fee, engine wash)	3,052.56	3,052.56
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order		
			** nothing follows*		
			Toyota Hi-Ace Commuter P1R178 & P1R353		

Total Amount in Words: Thirty Six Thousand Seven Hundred Fifty Eight Pesos and 72/100 Only 36,758.72

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

Conforme: *NORVIE DOMINGO*
 (Signature over printed name of Supplier)

 Date

Funds Available	₱ 36,758.72	OBR No:	02-101101-2020-09-01990
		Amount:	₱ 36,758.72