

**Office of the Vice President  
of the Philippines**

**PURCHASE ORDER  
OFFICE OF THE VICE PRESIDENT**

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

Supplier	TOYOTA NORTH EDSA	P.O. No.	02-034-21
Address	Mindanao Avenue Extension, Sitio Duhat, Ugong, Valenzuela City	Date	February 01, 2021
		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:	One (1) calendar day upon receipt of vehicle
Date of Delivery:		Payment Term:	15-30 calendar days upon repair of vehicle and receipt of complete documents


Stock No.	Unit	Qty	Description	Unit Cost	Amount
			<b>Preventive Maintenance of Motor Vehicle</b>		
	pc	3.8	30,000 Km Check-up	450.00	1,710.00
	pc	1	Oil Filter 1000	487.05	487.05
	pc	1	Gasket	35.49	35.49
	pc	7	TGFS SN/CF 5W-30 1L	672.32	4,706.24
	pc	1	DSL Engine Plus	695.98	695.98
	can	1	Brake Cleaner	370.54	370.54
	pc	1	BG Brake Stop Squeal	560.00	560.00
	pc	0.3	Brake Paste	500.00	150.00
	pc	1	LM Battery Grease	222.38	222.38
	pc	2	Silicone Spray Can	334.82	669.64
	lot	1	Miscellaneous	401.79	401.79
	pc	1	Oil Treatment 300ml	1,205.36	1,205.36
	pc	2	Big Fuel System Drier	848.21	1,696.42
	pc	0.3	Tightening of Bolts & Nuts	500.00	150.00
	pc	0.1	Toyota Genuine Backtaklenz	8,348.20	834.82
	pc	0.84	Toyota Car Care	500.00	420.00
	pc	1	Engine Room Cleaner Toyota	280.36	280.36
	pc	1	Engine Room Coat Toyota	290.40	290.40
	pc	1	POL Car Care	170.00	170.00
	pc	1	Toyota Air Care Service	450.00	450.00
	pc	1	Aircon Cleaner	3,480.13	3,480.13
	pc	0.2	Aircon Filter (Labor)	500.00	100.00
	pc	1	Element, Air Refiner	1,006.03	1,006.03
	lot	1	VAT	2,411.11	2,411.11
Submitted Technical Specification and Price Quotation shall form part of the Purchase Order					
** nothing follows*					
Toyota Hi-Ace P5M660					

Total Amount in Words: Twenty Two Thousand Five Hundred Three Pesos and 74/100 Only 22,503.74

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.

Conforme:   
(Signature over printed name of Supplier)

very truly yours,  
**SIGNATURE REDACTED**  
AMVY YEKE  
OIC, General Services Division  
(Authorized Official)

Funds Available:   
Date:                     

OBR No: 02-11101-2021-02-00463  
Amount: ₱ 22,503.74

**SIGNATURE REDACTED**  
JULIETA K. VILLADELREY  
Chief Accountant