

Office of the Vice President  
of the Philippines

COMMISSION ON AUDIT  
Office of the Vice President

PURCHASE ORDER  
OFFICE OF THE VICE PRESIDENT  
7th Floor Ben-Lor Bldg., Quezon Ave, Quezon City

RECEIVED BY  
03/02/2021  
DATE

Supplier	TOYOTA QUEZON AVENUE, INC.	P.O. No.	02-060-21
Address	728 Quezon Avenue, Quezon City	Date	February 16, 2021
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:	Within two (2) days upon receipt of purchase order
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Date of Delivery :		Payment Term:	15-30 calendar days upon completion of service and receipt of complete documents
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Stock No.	Unit	Qty	Description	Unit Cost	Amount
			Preventive Maintenance of Motor Vehicle		
	lot	1	25,000 KM Check-up Complete/Tire Rotation	2,004.80	2,004.80
	lter	8	TGFS SN/CF 5W-40 1L	751.00	6,008.03
	pc	1	Oil Filter	545.50	545.50
	pc	1	Drain Plug Gasket	39.75	39.75
	pc	1	DSL Injector Cleaner	1,703.00	1,703.00
	pc	1	Brake Cleaner	196.00	196.00
	lot	1	Fuel System Service (Tune-up)	3,500.00	3,500.00
	lot	1	BG Stop Service	1,703.99	1,703.99
	lot	1	Engine Treatment Flush	1,511.00	1,511.00
	pc	1	Grease	268.00	268.00
	lot	1	Rags, Round	49.28	49.28
	pc	1	Gloves	19.00	19.00
	pc	1	Sand Paper	28.00	28.00
	lot	1	Miscellaneous	300.00	300.00
	lot	1	Environmental Fee	12.00	12.00
	lot	1	Engine Wash	850.00	850.00
	pc	1	Toyota Bactaklenz	935.00	935.00
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order		
			** nothing follows*		
			Toyota Innova P5G769		

Total Amount in Words: Nineteen Thousand Six Hundred Seventy Three Pesos and 35/100 Only 19,673.35

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,

**SIGNATURE REDACTED**

AMY V. YEKE  
OIC, General Services Division  
(Authorized Official)

Conforme:

**SIGNATURE REDACTED**  
*(Signature over printed name of Supplier)*  
Date: 2-18-21

Funds Available ₱ 19,673.35  
**SIGNATURE REDACTED**  
JULIETA L. VILLADELREY  
Chief Accountant

OBR No: 02-107117-7071-02-00718  
Amount: ₱ 19,673.35