

**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 | CARSAN AUTO SERVICE AND TRADING CENTER                | P.O. No.             | 07-314-21                                      |
| Address  | 1 Sitio Ibayo, Sumulong Hiway, Mayamot, Antipolo City | Date                 | July 09, 2021                                  |
| TIN:     |   | Mode of Procurement: | Negotiated Procurement-Small Value Procurement |

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) working days 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   |
|-----------|-------|-----|---|-----------|----------|
|           |       |     | Periodic Preventive Maintenance, Replacement of Drive Belt, Brake Pad and Shoe              |           |          |
|           | set   | 1   | Brake Pad, Original   | 7,229.00  | 7,229.00 |
|           | set   | 1   | Brake Shoe, Original  | 5,343.00  | 5,343.00 |
|           | pc    | 1   | Oil Filter, Original  | 790.00    | 790.00   |
|           | pc    | 1   | Fuel Filter, Original   | 2,160.00  | 2,160.00 |
|           | pc    | 1   | Air Filter, Original  | 1,800.00  | 1,800.00 |
|           | pc    | 1   | Drive Belt, Original  | 2,300.00  | 2,300.00 |
|           | liter | 8   | Engine Oil, Fully Synthetic   | 590.00    | 4,720.00 |
|           | lot   | 1   | Labor   | 3,500.00  | 3,500.00 |
|           |       |     | Submitted Technical Specification and Price Quotation shall form part of the Purchase Order |           |          |
|           |       |     | ** nothing follows*   |           |          |
|           |       |     | Toyota Hi-Ace NCB-9796  |           |          |

Total Amount in Words: Twenty Seven Thousand Eight Hundred Forty Two Pesos Only 27,842.00

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**

AMV YEKE

Chief Administrative Officer  
(Authorized Official)

Conforme:

**SIGNATURE REDACTED**

RIZALINA C. MADRIAGA

(Signature of Authorized name of Supplier)

July 14, 2021

Date

Funds Available

July 14, 2021

**SIGNATURE REDACTED**

JULIETA L. VILLABELREY  
Chief Accountant

OBR No:  
Amount:

02-10101-2021-07-07020  
27,842.00