

**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: FLEETSERV, INC.	P.O. No.: 99-464-21
Address: Room 102 3rd Avenue Residences, No. 33 3rd Avenue, Bagong Lipunan ng Crame D4, Quezon City	Date: September 07, 2021
EB#: _____	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: 7F Ben-Lor Bldg., 1184 Quezon Avenue, QC	Delivery Term: Within three (3) 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 and Replacement of Various Parts of Mitsubishi FB L300 Van		
	liter	6	Motor Oil, Fully Synthetic	400.00	2,400.00
	pc	1	Oil Filter	570.00	570.00
	pc	1	Fuel Filter	860.00	860.00
	pc	1	Motor Flush	320.00	320.00
	set	1	Brake Pad	1,100.00	1,100.00
	set	1	Brake Shoe	1,900.00	1,900.00
	pc	1	Radiator Assembly	12,900.00	12,900.00
	pc	2	Wheel Cylinder	580.00	1,160.00
	pc	1	Air Con Belt	385.00	385.00
	pc	1	Alternator Belt	640.00	640.00
	pc	1	Power Steering Belt	320.00	320.00
	pc	1	Timing Belt, Long	2,900.00	2,900.00
	pc	1	Timing Belt, Short	1,600.00	1,600.00
	pc	1	Tensioner Bearing, Big	850.00	850.00
	pc	1	Tensioner Bearing, Small	700.00	700.00
	liter	3	Gear Oil	430.00	1,290.00
	pc	1	Primary Clutch Assembly	1,800.00	1,800.00
	pc	1	Secondary Clutch Assembly	900.00	900.00
	liter	1	Coolant	380.00	380.00
	liter	1	Steering Fluid	300.00	300.00
	lot	1	Labor (Change oil, retighten under chassis and re-greasing)	2,900.00	2,900.00
	lot	1	Labor (Check brake system, replace worn out parts, adjust and clean)	2,900.00	2,900.00
	lot	1	Labor (Replace all belts)	2,900.00	2,900.00
	lot	1	Labor (Check clutch system and replace worn out parts)	2,900.00	2,900.00
	lot	1	Labor (Pull down radiator assembly and replace worn out parts)	2,900.00	2,900.00
	lot	1	Labor (Machine shop work, replace rotor disc)	2,400.00	2,400.00

Total Amount in Words: Fifty Thousand One Hundred Seventy Five Pesos Only 50,175.00

In case of failure to make the full delivery within the time specified above, a penalty of one tenth of one percent (0.01%) of the cost of the goods ordered and undelivered portion for every day of delay shall be imposed.

SIGNATURE REDACTED
Bernadette S. Celis
Account Director
FleetSERV Inc.
595-4358/0917-537-8886

Very truly yours,
SIGNATURE REDACTED
AMY VAYEKE
Chief Administrative Officer
(Authorized Official)

Contains: _____
(Signature over printed name of Supplier)
Date: Sept 24, 2021

Funds Available: _____	OBR No. Amount: 02-101101-2021-09-11 462 P50,175.00
SIGNATURE REDACTED JULIETA L. VILLADELREY Chief Accountant	