

**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 QUEZON AVENUE, INC.**

P.O. No. **02-059-21**

Address: **728 Quezon Avenue, Quezon City**

Date: **February 16, 2021**

Mode of Procurement: **Direct Contracting**

TIN:

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**

Date of Delivery:		Payment Term:		15-30 calendar days upon completion of service and receipt of complete documents	
Stock No.	Unit	Qty	Description	Unit Cost	Amount
			Preventive and Air Conditioning Unit Maintenance of Motor Vehicle		
	lot	1	25,000 KM Check-up Complete/Tire Rotation	2,004.80	2,004.80
	liter	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
	lot	1	Aircon Filter	1,294.75	1,294.75
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order ** nothing follows* Toyota Innova P5D441		

Total Amount in Words: **Twenty Thousand Nine Hundred Sixty Eight Pesos and 10/100 Only** 20,968.10

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 O. YEKE
OIC, General Services Division
(Authorized Official)

Conforme:



SIGNATURE REDACTED

(Signature over printed name of Supplier)

Date

Funds Available

11 8 2021
JOB No: **02-15717-2021-02-00919**
Amount: **₱ 20,968.10**

SIGNATURE REDACTED

JULIETA L. VILLADELREY
Chief Accountant