

**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.	07-339-21
Address	Room 102 3rd Avenue Residences, No. 33 3rd Avenue, Bagong Lipunan ng Crema DA, Quezon City	Date	July 21, 2021
City		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 of Motor Vehicle		
	pc	1	Oil Filter	450.00	450.00
	pc	1	Air Filter	477.00	477.00
	pc	1	Fuel Filter	848.00	848.00
	liter	4	Motor Oil, Fully Synthetic	550.00	2,200.00
	pc	4	Spark Plug	485.00	1,940.00
	lot	1	Labor	3,000.00	3,000.00
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order		
			** Nothing follows*		
			Toyota Vios AT099		

Total Amount in Words: Eight Thousand Nine Hundred Fifteen Pesos Only **8,915.00**

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.

<p align="center">SIGNATURE REDACTED Bernadette S. Celis Account Director FleetSERV Inc. Contact: 555-4358/0917-537-8886 (Signature over printed name of Supplier) Date: <u>7/23/21</u></p>	<p align="center">Very truly yours, SIGNATURE REDACTED AMVY V. YEKE Chief Administrative Officer (Authorized Official)</p>
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<p>Funds Available: SIGNATURE REDACTED JULIETA L. VILLADELREY Chief Accountant</p>	<p>OBR No. <u>02-101101-2021-07-07023</u> Amount: <u>₱ 8,915.00</u></p>
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