

**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.	08-412-21
Address	Room 102 3rd Avenue Residences, No. 33 3rd Avenue, Bagong Lipunan ng Crame D4, Quezon City	Date	August 16, 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
	liter	7	Periodic Preventive Maintenance and Replacement of Cabin Filter and Shock Absorber of Toyota Innova Engine Oil, Fully Synthetic	550.00	3,850.00
	pc	1	Oil Filter	480.00	480.00
	pc	1	Air Filter	700.00	700.00
	pc	1	Fuel Filter	477.00	477.00
	pc	1	Cabin Filter	650.00	650.00
	pc	2	Shock Absorber, Rear, Left and Right	2,000.00	4,000.00
	lot	1	Labor	6,360.00	6,360.00
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order ** nothing follows*		
			Toyota Innova SKM-978		

Total Amount in Words: Sixteen Thousand Five Hundred Seventeen Pesos Only 16,517.00

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/undelay shall be imposed.

**SIGNATURE REDACTED**

Very truly yours,

**SIGNATURE REDACTED**

Rafnadette S. Celis  
Account Director  
FleetSERV Inc.

AMVY YEKE  
Chief Administrative Officer  
(Authorized Official)

Conformer: 585-4358/0917-537-8886  
(Signature over printed name of Supplier)  
Date: 8/18/2021

Funds Available: 9/16/2021  
**SIGNATURE REDACTED**  
JULIETA L. VILLADELREY  
Chief Accountant

OBR No: 02-10101-2021-09-09777  
Amount: ₱ 16,517.00