

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

**PURCHASE ORDER**

Supplier: <b>TOYOTA BICUTAN PARAÑAQUE</b> Address: KM. 15 West Service Road, South Super Highway Sun Valley, Parañaque City TIN: 225-814-535-00000 Account No.: 1786-0902-33 Telephone: (02) 8777-9500	P.O. # <u>021-08-113</u> Date: August 27, 2021  Mode of Procurement: Small Value Procurement 53.9
Bank: LBP-Pasong Tamo	

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term: w/n 30 days upon receipt of P.O.
Date of Delivery:	Payment Term: w/in 30 days upon final inspection & acceptance (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Preventive Maintenance Service:			
		<b>Perform 140,000 km Check-Up and Engine Tune- Up of OSG Service Vehicle Toyota Innova 2.0 E Gas A/T with plate no. SLG 348 assigned to ASG Rex Bernardo Pascual</b>			
		<b>Labor:</b>			
		<b>Perform 140,000 KM Check-Up</b>			
		Change Engine Oil/Oil Filter			
		Replace Air Filter			
		Replace Spark Plugs			
		Top-Up All Fluids			
		Clean & Adjust Brakes			
		Check all Tires			
		Check & Adjust Belts			
		TBB			
		<b>Labor Cost:</b>			Php <b>2,385.00</b>
		<b>Oil/Lubricant:</b>			
		Toyota Engine Oil (Fully)			
		<b>Oil/Lubricant Cost:</b>			<b>4,033.92</b>
		<b>Parts:</b>			
		Oil Filters			487.05
		Gasket			35.49
		Plug, Spark			543.76
		Air Filter			1,418.75
		Brake Pads			2,049.11
		Brake Light Bulb			181.70
		Bulb Plate Light			372.99
		Head Light Bulb			1,525.67
		<b>Parts Cost:</b>			<b>6,614.52</b>
		<b>Sublet:</b>			
		MISC (lubricant and brake cleaner)			631.86
		Midtronics (Checking of Battery)			175.00
		GAS P.O.			446.43
		Express Sanitation MISC 2			102.68
		<b>Sublet Cost:</b>			<b>1,355.97</b>

Stock N <sup>o</sup> .	Unit	Description	Qty.	Unit Cost	Amount
		<b>Misc:</b>			
		Toyota Genuine Bactaklenz			834.82
		X-1R Engine Treatment			982.15
		<b>Misc Cost:</b>			<u>1,816.97</u>
		Total Labor:			2,385.00
		Total Sublet:			1,355.97
		Total MISC:			1,816.97
		Oil/Lubricants:			4,033.92
		Total Parts:			<u>6,614.52</u>
		<b>SUBTOTAL:</b>			<u>16,206.38</u>
		less discount:			1,303.36
		12% VAT:			1,788.35
		<b>Grand Total:</b>			<u>16,691.37</u>

Total Amount in Words: **Sixteen Thousand Six Hundred Ninety One Pesos & 37/100 Only** Php **16,691.37**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,


**RODRIGO L. OJENAL**  
SAO, Administrative Division

**EDITHA R. BUENDIA**  
OIC-Director IV, HRMAS

Conforme:

  
(Signature over printed name)  
9/8/21  
(Date)

Funds Available:

  
**ARIEL J. UBINA**  
Chief Accountant

ALOBS: 02-101107-2021-09-77  
Amount: ₱ 16,691.37