

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

Supplier: <b>CT CITIMOTORS INC.</b> Address: PASONG TAMO, COR. DON BOSCO ST., PIO DEL PILAR, MAKATI CITY TIN: 000-113-791-00000 Account No.: _____ Bank: _____ Telephone: 8892-03331 local 455-456 Email: <a href="mailto:angeloapostadero28@gmail.com">angeloapostadero28@gmail.com</a>	P.O. # 025-07-104 Date: July 21, 2025 Mode of Procurement: Negotiated Procurement - Small Value Procurement
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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: Within 30 days upon receipt of Purchase Order
Date of Delivery: _____	Payment Term: <b>CASH</b>

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
<b>PREVENTIVE MAINTENANCE SERVICE: 25,000 KM CHECK-UP FOR VEHICLE MODEL: 2023 MITSUBISHI XPANDER GLS WITH CONDUCTION STICKER NO. Y2-H019</b>					
<b>Labor:</b>					
	lot	PERFORM 25,000 KMS CHECK UP	1	Php 1,528.00	Php 1,528.00
	lot	CHANGE OIL & TUNE UP	-	-	-
	lot	OPEN ALL WHEELS TO CHECK, CLEAN & ADJ. BRAKES	1	960.00	960.00
	lot	CHECK BATTERY COND & CHARGING SYSTEM	1	160.00	160.00
	lot	WHEEL ALIGNMENT & TIRE ROTATION	1	1,350.00	1,350.00
	lot	THROTTLE BODY CLEANING	1	1,500.00	1,500.00
		<b>Subtotal:</b>			Php 5,498.00
<b>Parts &amp; Materials:</b>					
	liter	FULLY SYNTHETIC OIL	4	675.00	2,700.00
	piece	OIL FILTER	1	650.00	650.00
	set	CAR CARE KIT	1	375.00	375.00
	set	SHOP CONSUMABLE	1	250.00	250.00
	can	BRAKE CLEANER	2	375.00	750.00
	lot	ENGINE FLUSH	1	399.00	399.00
	piece	SAND PAPER	1	15.00	15.00
	piece	DRAIN PLUG GASKET	1	150.00	150.00
	piece	PCC	1	90.00	90.00
		<b>Subtotal:</b>			Php 5,379.00
		Total Labor:			Php 5,498.00
		Total Parts & Materials:			Php 5,379.00
<p>Note: Service provider must warrant that in case of defect in the repaired unit upon usage, it will be subject for repair/replacement, free of charge.</p> <p>The following shall be deemed to form and construed as part of the agreement:</p> <ul style="list-style-type: none"> <li>I. Quotation</li> <li>II. Request for Quotation</li> <li>III. Other documents as may be required by laws</li> </ul>					

Total Amount in Words: **TEN THOUSAND EIGHT HUNDRED SEVENTY SEVEN PESOS ONLY** Php 10,877.00

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,

Conforme: \_\_\_\_\_  
 (Signature over printed name)

8/4/25  
 (Date)

**JESSICA L. CASTRO**  
 CAO, Administrative Division

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