

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

OCT 14 2025
 YES
 10:59

Supplier: **TOYOTA MAKATI, INC. UNDER THE TRADE NAME TOYOTA BICUTAN PARAÑAQUE**
 Address: KM. 15 West Service Road, South Super Highway, Sun Valley, Parañaque City
 TIN: 225-814-535-00000
 Account No.: 1786-0902-33 Bank: LBP-Pasong Tamo
 Telephone: (02) 8777-9500 Fax: 02-7779485
 P.O. # **025-10-133**
 Date: **October 2, 2025**
 Mode of Procurement: **Negotiated Procurement - Small Value Procurement**

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

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL**
 Date of Delivery:
 Delivery Term: **Within 30 days upon availability of the stated vehicle**
 Payment Term: **Within 30 days upon Issuance of Inspection and Acceptance Report (Bank to Bank)**

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
PREVENTIVE MAINTENANCE SERVICE: FOR 45,000 KM CHECK-UP FOR VEHICLE MODEL: TOYOTA COROLLA ALTIS 1.6 G M/T WITH PLATE NO. SNE 6528 (CS NO. A6Q958)					
Labor:					
	hour	45,000 KM Check-Up	2.800	Php 553.57	Php 1,550.00
	hour	Clean and Adjust All Brakes	1.6	616.07	985.71
	hour	Toyota Air Care Service	1	553.57	553.57
	hour	Toyota Car Care	0.840	616.07	517.50
		Subtotal:			Php 3,606.78
Parts:					
	piece	Oil Filter	1	372.77	372.77
	piece	Gasket	1	67.86	67.86
	liter	TGFS SN/CF 5W-30 1L	5	730.58	3,652.90
	can	Brake Cleaner	1	194.20	194.20
	bottle	Gas Injector Cleaner	1	837.50	837.50
	lot	Aircon Cleaner	1	3,660.94	3,660.94
	lot	Element, Air Refiner	1	2,086.16	2,086.16
	can	Toyota Genuine Engine Room Cleaner	1	295.31	295.31
	can	Toyota Genuine Engine Room Coat	1	305.80	305.80
		Subtotal:			Php 11,473.44
Sublet:					
	lot	Miscellaneous B	1	426.97	426.97
	lot	TMP POL & Inc.	1	150.00	150.00
		Subtotal:			Php 576.97
		Total Labor:			Php 3,606.78
		Total Parts:			Php 11,473.44
		Total Sublet:			Php 576.97
		SUBTOTAL:			Php 15,657.19
		VAT:			Php 1,878.86
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. The following shall be deemed to form and construed as part of the agreement: I. Quotation I. RFQ Form II. Other documents as may be required by laws					

Total Amount in Words: **SEVENTEEN THOUSAND FIVE HUNDRED THIRTY SIX AND 05/100 PESOS ONLY** **Php 17,536.05**

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)

 (Date)

ENGR. RICHARDA L. URIARTE
 Pro Service Advisor
 Toyota Bicutan

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: _____
 ALOBS: 02-10101-2025-10-584
 Amount: ₱ 17,536.05
 ARIEL J. UBIÑA
 Chief Accountant

RECEIVED
 OCT 14 2025
 OFFICE OF THE SOLICITOR GENERAL