

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

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. # 025-12-180 Date: December 26, 2025 Mode of Procurement: Negotiated Procurement - Small Value Procurement
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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)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
PREVENTIVE MAINTENANCE SERVICE: 50,000 KM CHECK-UP FOR VEHICLE MODEL: TOYOTA COROLLA ALTIS 1.6G M/T WITH PLATE NO. SNE 6385					
Labor:					
	hour	50,000 KM Check-Up	3	Php 553.57	Php 1,660.71
	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 3,717.49
Parts:					
	piece	Oil Filter	1	372.77	372.77
	piece	Gasket	1	67.86	67.86
	can	Brake Cleaner	1	194.20	194.20
	bottle	Gas Injector Cleaner	1	879.38	879.38
	liter	TGFS SP/C2 5W-30 1L	5	730.58	3,652.90
	bottle	Aircon Cleaner	1	3,660.94	3,660.94
	piece	Element, Air Refiner	1	2,294.78	2,294.78
	can	Toyota Genuine Engine Room Cleaner	1	295.31	295.31
	can	Toyota Genuine Engine Room Coat	1	305.80	305.80
Subtotal:					Php 11,723.94
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 3,717.49
Total Parts:					Php 11,723.94
Total Sublet:					Php 576.97
SUBTOTAL:					Php 16,018.40
VAT:					Php 1,922.21
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 NINE HUNDRED FORTY AND 61/100 PESOS ONLY Php 17,940.61

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. RICHARD A. URIARTE
 Pro Service Advisor
 Toyota Bicutan

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: _____
 ALOBS: **02-101101-2025-12-724**
 Amount: **₱ 17,940.61**

ARIEL J. UBINA
 Chief Accountant