



PURCHASE ORDER

SUPPLIER: TOYOTA QUEZON AVENUE, INC.
ADDRESS: 728 QUEZON AVENUE, QUEZON CITY

P.O. No.: 2023-12-316
 DATE: December 15, 2023

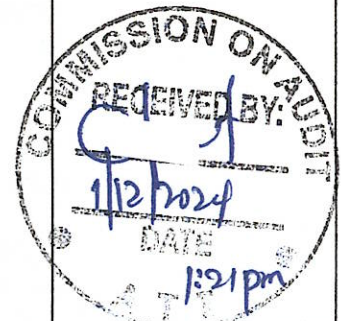
TIN: 000-399-572-000

MODE OF PROCUREMENT: DIRECT CONTRACTING
B

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

Place of Delivery: ATI, Diliman, Quezon City		Delivery Terms: 7 WORKING DAYS			
Date of Delivery:		Payment Term: LLDDAP			
STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	lot	SKE 640 Hi Ace <i>Recommended service</i> Inspect cooling & heating system Replace engine oil Replace engine oil filter Inspect engine coolant Replace air filter Inspect exhaust smoke for diesel Inspect fuel tank cap, fuel lines, connections and fuel vapor control valve Inspect charcoal canister Replace brake fluid Replace differential gear oil Inspect transaxle/transmission oil for M/T Inspect automatic transmission fluid (ATF) for A/T Inspect cleaned and adjusted brake lining & drums Inspect brake pads and discs Inspect brake line pipes and hoses Inspect steering wheel, linkage & gear box Inspect front and rear suspension Inspect air-conditioning Inspect drive belts Inspect exhaust pipes & mounting Inspect battery Replace fuel filter Inspect choke system Inspect PCV valves, ventilation hoses and connections Inspect brake pedal & parking brake Inspect power steering fluid Inspect wheel alignment (4-wheel & 2-wheel)	1		₱ 106,731.14



STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		Inspect drive shaft boots Inspect ball joints & dust covers Tighten bolts & nuts on chasis & body Inspect tires & inflation pressure Inspect lights, horn, wipers and washer Total labor Total part Total sublet Total oil/lubricant Total misc/materials			
		Purpose: for repair/service of SKE 640 assigned at the GS-Motorpool			

TOTAL AMOUNT IN WORDS:

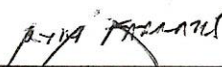
ONE HUNDRED SIX THOUSAND SEVEN HUNDRED THIRTY-ONE PESOS AND 14/100 ONLY

₱ **106,731.14**


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

CONFORME:

Very truly yours,



 Signature Over Printed Name of Supplier



 Date

REMELYN J. NEGOTIER, MNSA, CESO III
 DIRECTOR IV

FUNDS AVAILABLE:

JOAN E. SINGSON
 CHIEF ACCOUNTANT

OR/BUR No.: _____

Amount: _____