



Republic of the Philippines  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

BY: \_\_\_\_\_  
Accounting Division FMS

**PURCHASE ORDER NO. 2014-056** *10/20/14-04-147*

Supplier: <u>TOYOTA Otis, Inc.</u>	Date: April 1, 2014
Address: <u>1770 Paz M. Guazon St., Paco, Manila</u>	Mode of Procurement: Small Value
TIN:	

Gentlemen:

Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: Mabini Hall	Delivery Term: 15 days
Date of Delivery: 15 days after receipt of Purchase Order	Payment Term: Upon completion of delivery & acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		25 km Check up			863.00
		Engine tune up			588.00
		Clean & adjust brakes			628.00
		Tighten body bolts			118.00
		Engine decarbonize			3,200.00
		General aircon cleaning			4,450.00
		Engine detailing			600.00
		Excell SMR 312			360.00
		Misc			193.00
		<b>Toyota Innova LHK-604</b>			

(Total Amount In Words)  
**Eleven Thousand Pesos** 11,000.00

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

Very truly yours,

Conforme:

Jonathan M. Culla  
Signature over Printed Name of Supplier  
1-3-14  
Date

ATTY. SOFIA C. YANTO  
Director, Administrative Service  
Authorized Official  
(Representing End User)

Funds Availability Certified by: <u>ESPERANZA Q. IGNACIO</u> Chief Accountant	OS No : <u>2014-4-1533</u> Amount : <u>₱ 11,000.00</u> Date : <u>4/2/2014</u>
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Distribution of Copies:

- // Original copy for the Supplier's Conforme
- // Agency's Central Supply and Property Section for file
- // COA Auditor