



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
Trunkline: 657-3300

**PURCHASE ORDER NO. 2019-123**

Supplier: <b>Toyota Otis Inc.</b>	Date: <b>September 12, 2019</b>
Address: <b>1770 P. M. Guazon Street, Barangay 831, Paco, Manila</b>	Mode of Procurement: <b>Small Value Procurement</b>
TIN: <b>-</b>	

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

Place of Delivery: <b>DBM Building III</b>	Delivery Term: <b>Fifteen (15) working days upon receipt of Purchase Order (P.O.)</b>
Date of Delivery: <b>Fifteen (15) working days upon receipt of Purchase Order (P.O.)</b>	Payment Term: <b>Upon completion of delivery and acceptance</b>

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	General Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1007	1	₱ 31,576.98	₱ 31,576.98

(Total Amount In Words)  
**Thirty One Thousand Five Hundred Seventy Six Pesos and Ninety Eight Centavos** ₱ **31,576.98**

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:

**MICHAEL V. PALLES**  
Signature over Printed Name of Supplier  
**JAN 31 2020**  
Date

**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service **MAD**  
Authorized Official  
(Representing End User)

Funds Availability Certified by:  <b>JEFFREY M. GALARPE</b> OIC - Accounting Division	OS No : <b>0210192019-09-1878</b> Amount : <b>₱31,576.98</b> Date : <b>09/12/19</b>
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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



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE TO PROCEED**

September 12, 2019

Mr. Michael Falceso  
Toyota Otis Inc.  
1770 P.M. Guazon Street  
Barangay 831, Paco, Manila

Dear Mr. Falceso:


Per attached Purchase Order No. 2019-123, we hereby notify you that your Office may proceed with the delivery of the Project, *"General Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova ABE 1007,"* upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service MAD

  
MICHAEL V. FALCESO  
Conforme / Date  
JAN 31 2020



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE OF AWARD**

September 12, 2019

Mr. Michael Falceso  
Toyota Otis Inc.  
1770 P.M. Guazon Street  
Barangay 831, Paco, Manila

Dear Mr. Falceso:

We are pleased to inform you that the Project, "*General Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova ABE 1007,*" is hereby awarded to your company in the amount of Thirty One Thousand Five Hundred Seventy Six Pesos and Ninety Eight Centavos (P 31,576.98).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service 

  
MICHAEL V. PALLEDO JAN 31 2020  
Conforme / Date