



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

**PURCHASE ORDER NO. 2013-210**

Supplier: <b>TOYOTA Manila Bay Corp.</b>	Date: December 5, 2013
Address: <b>Roxas Blvd., cor. EDSA Extn., Pasay City</b>	Mode of Procurement: Small Value
TIN:	<b>Toyota Innova UFI-503</b>
	<b>Office of Usec. Cantor</b>

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
		10,000 km Check-up			1,450.00
		Engine Oil Full Synthetic			4,480.00
		Oil filter			316.00
		Materials			198.00

<b>(Total Amount In Words)</b> Six Thousand Four Hundred Forty Four Pesos	<b>6,444.00</b>
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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.

Conforme: *Romeo B. Marinas Jr.*  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

Very truly yours,  
*Sofia L. Yanto*  
 ATTY. SOFIA L. YANTO  
 Director Administrative Service  
 Authorized Official  
 (Representing End User) *[Signature]*

Funds Availability Certified by: <u><i>Esperanza Q. Ignacio</i></u> <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <u>2013-12-2149</u> Amount : <u>₱ 6,444.-</u> Date : <u>12/9/2013</u>
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- Distribution of Copies:**
- / / Original copy for the Supplier's Conformance
  - / / Agency's Central Supply and Property Section for file
  - / / COA Auditor