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

BY: Accounting Division. FMS

PURCHASE ORDER NO. 2013-215 *10/2013-12-597*

Supplier: <u>TOYOTA Manila Bay Corp.</u>	Date: December 12, 2013
Address: <u>Roxas Blvd., cor. EDSA Extn., Pasay City</u>	Mode of Procurement: Small Value
TIN:	Toyota Hi-Ace SJA-819

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
		Timing belt			2,379.00
		Tensioner bearing			2,926.00
		Idler bearing			2,898.00
		Oil seal			500.00
		Water pump assembly			9,820.00
		Drive belt			3,266.00
		Fuel filter			824.00
		Secondary clutch			2,500.00
		Brake fluid			660.00
		Brake pad			4,414.00
		Wheel alignment			2,500.00
		Materials			130.00
		Labor			7,108.00
				Sub-total	39,925.00
				Less 10%	3,992.50
				Grand Total	35,932.50

(Total Amount in Words)
Thirty Five Thousand Nine Hundred Thirty Two Pesos and 50/100 35,932.50

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,
 ATTY. *Sofia C. Yanto*
 Director, Administrative Service
 Authorized Official
 (Representing End User) *[Signature]*

Conforme: *Romeo P. Marinas Jr.*
 Signature over Printed Name of Supplier

 Date

Funds Availability Certified by: <i>[Signature]</i> ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>2013-12-2196</u> Amount : <u>₱35,932.50</u> Date : <u>12/13/2013</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