Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village
Makati City

PURCHASE ORDER

Supplier:	**CT CITIMOTORS INC.**	**P.O. #**	025-11-152
Address:	PASONG TAMO, COR. DON BOSCO ST., PIO DEL PILAR, MAKATI CITY	**Date:**	November 20, 2025
TIN:	000-113-791-00000		
Account No.:	Bank:	**Mode of Procurement**:	
Telephone:	8892-03331 local 455-456 Fax:	Negotiated Procurement - Small Value Procurement	

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL**	**Delivery Term:** Within 30 days upon receipt of Purchase Order
Date of Delivery:	**Payment Term:** **CASH**

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		PREVENTIVE MAINTENANCE SERVICE: FOR 15,000 KM CHECK-UP VEHICLE MODEL: MITSUBISHI 2023 XPANDER GLS WITH PLATE NO. SDB 3425			
		Labor:			
	lot	PERFORM 15,000 KMS CHECK UP	1	Php 1,528.00	Php 1,528.00
	lot	CHANGE OIL & TUNE UP	-	-	-
	lot	OPEN ALL WHEELS TO CHECK,CLEAN & ADJ. BRAKES	1	960.00	960.00
	lot	CHECK BATTERY COND & CHARGING SYSTEM	1	160.00	160.00
	lot	CLEAN THROTTLE BODY	1	1,500.00	1,500.00
	lot	WHEEL ALIGNMENT & TIRE ROTATION	1	1,350.00	1,350.00
		Subtotal:			Php 5,498.00
		Parts & Materials:			
	liter	FULLY SYNTHETIC OIL	4	675.00	2,700.00
	piece	OIL FILTER	1	650.00	650.00
	set	CAR CARE KIT	1	375.00	375.00
	set	SHOP CONSUMABLE	1	250.00	250.00
	can	BRAKE CLEANER	1	375.00	375.00
	piece	SAND PAPER	1	15.00	15.00
	piece	DRAIN PLUG GASKET	1	150.00	150.00
	piece	PCC	1	90.00	90.00
	piece	RADIATOR STICKER	1	20.00	20.00
		Subtotal:			Php 4,625.00
		Total Labor:			Php 5,498.00
		Total Parts & Materials:			Php 4,625.00
		Note: Service provider must warrant that in case of defect in the repaired unit upon usage, it will be subject for repair/replacement, free of charge.			
		The following shall be deemed to form and construed as part of the agreement: I. Quotation II. Request for Quotation (RFQ) III. Other documents as may be required by laws			
Total Amount in Words:		**TEN THOUSAND ONE HUNDRED TWENTY THREE PESOS ONLY**			**Php 10,123.00**

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

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme:

(Signature over printed name)

12/1/25
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS