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

PURCHASE ORDER

Supplier:	TOYOTA BICUTAN PARANAQUE	P.O. #	026-07-089
Address:	KM. 15 West Service Road, South Super Highway, Sunvalley, Parañaque City	Date:	July 23, 2026
TIN:	225-514-535-00000	Bank: LBP - Pasong Tamo	
Account No.:	1765-0902-33	Fax: 02-7779485	Mode of Procurement: Small Value Procurement
Telephone:	(02) 8777-5500	Email: richard.[illegible]@toyotabicutan.com.ph	

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 thirty (30) days upon receipt of Purchase Order (PO)
Date of Delivery:	Payment Term: within thirty (30) days upon issuance of Inspection and Acceptance Report (Bank to Bank)

Stock No.	Unit	Description	Qty	Unit Cost	Amount
1		**PREVENTIVE MAINTENANCE SERVICE : 50,000 KM CHECK-UP OF VEHICLE MODEL: 2018 TOYOTA COROLLA ALTIS 1.6g A/T WITH PLATE NO. SAB 6337**			
		a. Labor			
	lot	50,000 KM Check-Up	3	Php 553.57	Php 1,660.71
	lot	Tire Rotation / Wheel Balancing	1	Php 816.07	Php 816.07
	lot	Clean and Adjust All Brakes	1.600	Php 816.07	Php 985.71
	lot	Toyota Car Care	0.840	Php 516.07	Php 517.50
	lot	TMP POL & INC.	1	Php 160.00	Php 160.00
	lot	Portion of MISCELLANEOUS B allocated to labor	1	Php 393.57	Php 393.57
					Php 4,333.56
		b. Parts			
	pc	Gasket	1	Php 68.20	Php 68.20
	pc	Oil Filter	1	Php 438.08	Php 438.08
	pc	Brake Cleaner	1	Php 207.38	Php 207.38
	pc	Gas Injector Cleaner	1	Php 894.33	Php 894.33
	pc	Element, Air Refiner	1	Php 2,386.57	Php 2,386.57
	pc	TGFS SP/C2 5W-30 1L	5	Php 776.82	Php 3,884.10
	pc	Toyota Genuine Engine Room Cleaner	1	Php 315.35	Php 315.35
	pc	Toyota Genuine Engine Room Coat	1	Php 326.55	Php 326.55
	pc	Aircon Cleaner	1	Php 3,909.34	Php 3,909.34
					Php 12,429.90
		c. Sublet			
	lot	Toyota Air Care Service	1	Php 553.57	Php 553.57
	lot	Remaining portion of MISCELLANEOUS B allocated to sublet	1	Php 33.40	Php 33.40
					Php 586.97
		d. MISC/Materials			
	lot	X-1R Engine Treatment	1	Php 1,071.43	Php 1,071.43
					Php 1,071.43
				SUBTOTAL	18,421.86
				VAT	2,210.62
		Note: The service provider shall provide a warranty period of one (1) month after completion of the repair. In case of any defects in performance within the scope of work during the warranty period, the unit shall be returned to the supplier for re-diagnosis and repair, free of charge.			
		The following shall deemed to form and construed as part of this agreement: i. Quotation ii. Request for Quotation (RFQ) iii. Other documents as may be required by laws			
Total Amount in Words:		TWENTY THOUSAND SIX HUNDRED THIRTY TWO AND 48/100 PESOS ONLY			Php 20,632.48

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 A. CASTRO
FAD, Administrative Division

Conforme:

(Signature over printed name)

JUL 27 2026
Date

EDITHA V. BUENDIA
Director V, HRMAS

Funds Available:

ARIEL O. UBINA
Chief Accountant

ALOBS 02-101101-2026-07-423

Amount ₱ 20,632.48