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

# PURCHASE ORDER

| | | | |
|---|---|---|---|
| Supplier: | **TOYOTA BICUTAN PARAÑAQUE** | **P.O. #** | **026-07-077** |
| Address: | KM. 15 West Service Road, South Super Highway, Sunvalley, Parañaque City | **Date:** | July 7, 2026 |
| TIN: | 225-814-535-00000 Bank: LBP - Pasong Tamo | | |
| Account No.: | 1786-0902-33 Fax: 02-7779485 | **Mode of Procurement:** | |
| Telephone: | (02) 8777-9500 Email richard.uriarte@toyotabicutan.com.ph | | 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**
Date of Delivery:

**Delivery Term:** w/in thirty (30) days upon receipt of Purchase Order (PO)
**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 : 30,000 KM CHECK-UP OF VEHICLE MODEL: 2024 TOYOTA VELOZ CVT WITH PLATE NO. SNA 9007** | | | |
| | | **a. Labor** | | | |
| | lot | 30,000 KM Check-Up | 3.100 | Php 553.57 | Php 1,716.07 |
| | lot | Clean and Adjust All Brakes | 1.600 | Php 616.07 | Php 985.71 |
| | lot | Tire Rotation/ Wheel Balancing | 1 | Php 616.07 | Php 616.07 |
| | lot | Toyota Car Care Service | 1 | Php 616.07 | Php 616.07 |
| | lot | Aircare Service | 1 | Php 616.07 | Php 616.07 |
| | | | | | **Php 4,549.99** |
| | | **b. Parts** | | | |
| | pc | Element Sub-Assy, Oil Filter | 1 | Php 438.88 | Php 438.88 |
| | pc | Gasket | 1 | Php 67.86 | Php 67.86 |
| | pc | TGFS SP/C2 5W-30 1L | 4 | Php 730.58 | Php 2,922.32 |
| | pc | Gas Injector Cleaner | 1 | Php 879.38 | Php 879.38 |
| | pc | Brake Cleaner | 1 | Php 203.91 | Php 203.91 |
| | pc | Toyota Genuine Engine Room Cleaner | 1 | Php 310.08 | Php 310.08 |
| | pc | Toyota Genuine Engine Room Coat | 1 | Php 321.09 | Php 321.09 |
| | pc | Aircon Cleaner | 1 | Php 3,843.99 | Php 3,843.99 |
| | pc | Element, Air Refiner | 1 | Php 2,266.55 | Php 2,266.55 |
| | | | | | **Php 11,254.06** |
| | | **c. Sublet** | | | |
| | lot | Rags, Materials & Shop Supplies | 1 | Php 426.97 | Php 426.97 |
| | lot | TMP Pol & Inc, | 1 | Php 160.00 | Php 160.00 |
| | | | | | **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** | | | **17,462.45** |
| | | **VAT** | | | **2,095.50** |
| | | ***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:<br>I. Quotation<br>II. Other documents as may be required by laws. | | | |
| Total Amount in Words: | | **NINETEEN THOUSAND FIVE HUNDRED FIFTY SEVEN AND 95/100 PESOS ONLY** | | | **Php 19,557.95** |

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:
ENGR. [illegible] A. URIARTE
Pre Service Advisor
Toyota Bicutan
(Signature over printed name)

JUL 09 2026
(Date)

**EDITHA R. BUENDIA**
Director IV, HRMAS

Funds Available:

**ARIEL J. UBIÑA**
Chief Accountant

ALOBS: 02-101101-2026-07-347
Amount: ₱ 19,557.95