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

PURCHASE ORDER

Supplier:	**TOYOTA BICUTAN PARAÑAQUE**	**P.O. #**	**026-07-082**
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**	**Delivery Term:** w/in 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 : 25,000 KM CHECK-UP OF VEHICLE MODEL: 2024 TOYOTA INNOVA XE DSL A/T WITH PLATE NO. SND 2162**			
		a. Labor			
	lot	25,000 KM Check-Up	2.700	Php 553.57	Php 1,494.64
	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 Air Care Service	1	Php 553.57	Php 553.57
	lot	Toyota Car Care	1	Php 616.07	Php 616.07
					Php 4,266.06
		b. Parts			
	pc	Gasket	1	Php 67.86	Php 67.86
	pc	TGFS SP/C2 5W-30 1L	8	Php 730.58	Php 5,844.64
	pc	Oil Filter IMV	1	Php 568.28	Php 568.28
	pc	Brake Cleaner	1	Php 203.91	Php 203.91
	pc	DSL Injector Cleaner	1	Php 881.25	Php 881.25
	pc	Toyota Genuine Diesel Engine Flush	1	Php 788.91	Php 788.91
	pc	Aircon Cleaner	1	Php 3,843.99	Php 3,843.99
	pc	Element, Air Refiner	1	Php 2,294.78	Php 2,294.78
	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
					Php 15,124.79
		c. Sublet			
	lot	Rags, Materials & Shop Supplies	1	Php 426.97	Php 426.97
	lot	TMP POL & INC,	1	Php 0.00	Php 0.00
					Php 426.97
		d. MISC/Materials			
	lot	X-1R Engine Treatment	1	Php 1,071.43	Php 1,071.43
					Php 1,071.43
		SUBTOTAL			**20,889.25**
		VAT			**2,506.71**
		***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. Other documents as may be required by laws.			
Total Amount in Words:		**TWENTY THREE THOUSAND THREE HUNDRED NINETY FIVE AND 96/100 PESOS ONLY**			**Php 23,395.96**

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. RICHARD A. URIARTE
Fleet Sales Manager
Toyota Bicutan

(Signature over printed name)

7/9/2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-101101-2026-07-353

Amount: ₱23,395.96