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

PURCHASE ORDER

Supplier:	**CT CITIMOTORS INC.**	**P.O. #**	**026-07-084**
Address:	Pasong Tamo cor. Don Bosco, Makati City	**Date:**	July 7, 2026
TIN:	000-113-791-000 Bank:		
Account No.:	Fax:	**Mode of Procurement:**	
Telephone:	Email angeloapostadero28@gmail.com		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:** Cash Payment

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1		**PREVENTIVE MAINTENANCE SERVICE : 35,000 KM CHECK-UP OF VEHICLE MODEL: 2023 MITSUBISHI XPANDER GLS WITH PLATE NO. SDB 3423**			
		a. Labor			
	lot	Perform 35,000 KMS Check Up	1	Php 1,971.00	Php 1,971.00
	lot	Change Oil & Tune Up (Included)	1	Php 0.00	Php 0.00
	lot	Open All Wheels to Check, Clean & Adjust Brakes	1	Php 960.00	Php 960.00
	lot	Check Battery Condition & Charging System	1	Php 160.00	Php 160.00
					Php 3,091.00
		b. Parts & Materials			
	liters	Fully Synthetic Oil	4	Php 750.00	Php 3,000.00
	pc	Oil Filter	1	Php 650.00	Php 650.00
	pc	Car Care Kit	1	Php 375.00	Php 375.00
	pc	Shop Consumable	1	Php 250.00	Php 250.00
	pc	Brake Cleaner	1	Php 375.00	Php 375.00
	pc	Sand Paper	1	Php 15.00	Php 15.00
	pc	Drain Plug Gasket	1	Php 150.00	Php 150.00
	pc	PCC	1	Php 90.00	Php 90.00
	pc	Radiator Sticker	1	Php 20.00	Php 20.00
	pc	Engine Flush	1	Php 399.00	Php 399.00
					Php 5,324.00
		SUBTOTAL			**8,415.00**
		***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:		**EIGHT THOUSAND FOUR HUNDRED FIFTEEN PESOS ONLY**			**Php 8,415.00**

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)

7/9/26
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS