

**JOB ORDER**  
 (Non-Inventoriable Items)

Supplier **TOYOTA MAKATI, INC.**  
 Address Ayala cor. Metropolitan Avenues, Makati City  
 Tel.Fax No. 897-3333  
 Supplier Registered with: PHILHEALTH

Job Order No.: **16-02-006**  
 Date: February 15, 2016  
 Terms of Payment: On Account  
 Mode of Procurement: Direct Contracting

Please deliver to this office within as per schedule upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	<b>Preventive Maintenance/Change Oil</b> (55,000 kms.) For: 2013 Toyota Innova SKS-327 Reference No.: TMCMB250588	5,643.10	5,643.10
2	1	lot	<b>Preventive Maintenance/Change Oil</b> (50,000 kms.) For: 2013 Toyota Innova SLD-667 Reference No.: TMCMB253376	5,643.10	5,643.10
3	1	lot	<b>Preventive Maintenance/Change Oil</b> (35,000 kms.) For: 2014 Toyota Hi-Ace GL Grandia SHY-929 Reference No.: TMCMB253379	5,643.10	5,643.10
4	1	lot	<b>Preventive Maintenance/Change Oil</b> (25,000 kms.) For: 2014 Toyota Hi-Ace GL Grandia SHY-930 Reference No.: TMCMB251133	5,643.10	5,643.10
5	1	lot	<b>Preventive Maintenance/Change Oil</b> (25,000 kms.) For: 2014 Toyota Hi-Ace GL Grandia SHY-928 Reference No.: TMCMB253509	5,723.09	5,723.09
6	1	lot	<b>Preventive Maintenance/Change Oil</b> (55,000 kms.) For: 2014 Toyota Hi-Ace GL Grandia SHY-926 Reference No.: TMCMB254816	5,643.10	5,643.10
LESS:					
EWT 2% 606.05					
GMP 5% 1,515.12					
					33,938.59
					2,121.17
					<b>31,817.42</b>
RIV #					
16-0051 dtd. 02/11/16 PRID					
16-0052 dtd. 02/11/16 PRID					
16-0053 dtd. 02/11/16 PRID					
16-0054 dtd. 02/11/16 PRID					
16-0055 dtd. 02/11/16 PRID					
16-0057 dtd. 02/11/16 PRID					


**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Job Order (J.O.) by the dealer is not indicated, it shall be deemed received on the day it was acknowledge to have been received by a representative either through fax or e-mail
- Delivery of the above item(s) shall be made within the prescribed schedule dates. Supplier are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. during Mon/Wed/Fri (MWF). All item(s) shall be delivered and accepted by the PSMD at 15th Floor, Room 1501 Citystate Ctr. Bldg. Pasig City
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery. With provision for a back-up unit in case of repair.
- The contracting parties undertake to comply with Office order No. 0018-2015 entitled "Reiteration of Philhealth No Gift Policy (Revision 1)" which is deemed incorporated into this Contract. No Philhealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group or association, or juridical entity, whether from the public or private sector, at anytime, on or off the work premises where such gift is given in the course of official duties or in connection with any transaction which which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest.

Very truly yours,

  
**ELY E. ROXAS**

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	<b>Php33,938.59</b>	APPROVED:
 CORAZON M. TABULAO Fiscal Controller III	 LILIA R. GARRIDO Fiscal Controller III		 <b>CHERIE CARMEN B. DIVINA</b> HEAD, SBAC & Procurement Office HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2016</u>	Expense Code: <u>897-02 / 1, 13</u>	Budget: <u>33,938.59</u>	
Remarks: <u>16-02-007</u>			
Received copy of J.O on <u>ARMAR MAMING</u>			CONFORME:
			Print Name and Signature of Supplier/Representative