

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: TOYOTA DAGUPAN CITY, INCORPORATED
Address: Diversion Road, San Miguel, Calasiao, Pangasinan
Tel. Fax No.: 522-6771/4773/4775/2499/5284(fax); 517-2026-7
Supplier Registered with: 004-005-035 VAT

Work Order No.: 2016-21
Date: 5/16/2016
Term of Payment: _____
Mode of Procurement: Direct Contracting

Please deliver to this office within _____ upon approval of final sample.


Note: Additional _____ working days to submit for approval of text / sample.

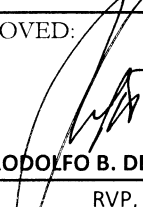
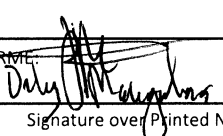
NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	1	lot	Periodic Maintenance (93,441 km check-up) for Toyota Innova, SLD-690 (rotor disc refacing and replace front brake pads)		
			PARTS TO BE REPLACED:		
	7	ltrs	Engine Oil (fully)	640.00	4,480.00
	1	pc	Oil Filter	430.00	430.00
	1	pc	Gasket	35.00	35.00
	1	btl	Washer Fluid	106.00	106.00
	1	pc	Air Filter	1,186.00	1,186.00
	1	pc	Fuel Filter	900.00	900.00
	3	btls	Coolant	338.00	1,014.00
	1	pc	O Ring	176.00	176.00
	2	btls	Brake Fluid	250.00	500.00
	1	pc	Cabin Filter	916.00	916.00
	1	btl	Injector Cleaner	760.00	760.00
	3	ltrs	Trans Gear Oil	302.00	906.00
	3	ltrs	Diff Gear Oil	302.00	906.00
	1	set	Frt Brake Pads	1,957.00	1,957.00
			Rotor Disc Refacing		1,500.00
			Total-Parts&Mats		17,272.00
			Labor		5,135.00
			TOTAL-L&M		22,407.00
			xxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxx		
			Less: TAX		
			VAT (5%/1.12) (labor & materials)	1,000.31	
			EWT (1%/1.12) (materials)	154.21	1,154.52
			PR No. 16-0506-0331		
			Requesting Unit: Motorpool Unit		
			Total - Net of Tax		21,252.48

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 acknowledged 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. Suppliers are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:30pm to 3:00PM during Mon/Wed/Fri (MWF). All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 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.
- In case the series of layout/design presented by the supplier does not satisfy the end-user, the Corporation has the right to cancel the Job Order (JO).
- Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report.

Very truly yours,


MARICAR M. ARZADON, M.D.
Division Chief IV, MSD

Certified Budget Available:		Funds Available in the amount of: <u>22,407.00</u>	APPROVED:
JOSE A. MONES Fiscal Controller		EDWARD Q. ESPIRITU <i>Emac</i> OIC-FMS	 RODOLFO B. DEL ROSARIO, JR. RVP, PRO1
With in the COB:	<u>2016</u>		
Expense Code:	<u>897</u>		
Bdget:	<u>MSD-681</u>		
Remarks:			
Received copy of J.O. on		<u>5-18-16</u> Date	CONFORME:  Signature over Printed Name of Supplier / Representative

INSTRUCTIONS ON HOW TO USE THIS FORM:

1. This form shall be used for the acquisition of services such as printing, renovation, etc.
2. This form shall be accomplished by the staff of the Procurement Section upon decision of the Division Chief & Senior Manager as to which supplier has submitted the lowest quotation and if it had met the required specs.
3. All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
4. The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
5. This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
6. This form shall be prepared in 3 coopies distributed as follows:

1 copy - PRID

1 copy - Comptrollership Dept.

1 copy - COA

MAY 18 2016
COA- *ljnd*