

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: GNS TIRE AND SERVICE CENTER

Address: Lucao District, Dagupan City

Tel. Fax No.: 523-0138/9828(fax); 515-6841

Supplier Registered with: 006-016-737-000 V

Work Order No.: 2016-39

Date: 7/20/2016

Term of Payment: Charge

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		Repair of Nissan Frontier, SFK-433	252.00	252.00
	1		Whiz Brake Fluid	1,210.00	1,210.00
			Secondary Clutch Assy.		
			TOTAL - MATERIALS		1,462.00
			Labor for replace secondary clutch assy		505.00
			Less: Discount on labor		90.00
			TOTAL - LABOR		415.00
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXXXXX	Total-L&M	1,877.00
			Less: TAX		
			VAT (5%/1.12) (Materials)	65.27	
			VAT (5%/1.12) (Labor)	18.53	83.80
			PR No. 16-0104-0002	Total - Net of Tax	1,793.20
			Requesting Unit: Motorpool Unit		

Terms & Conditions:

1. 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.
2. 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.
3. 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.
4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
5. Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
6. 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).
7. 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.

JUL 29 2016
LOA - [Signature]

Very truly yours,

MARICAR M. ARZADON, M.D.

MO VII / MSD CHIEF

APPROVED: _____

Certified Budget Available:

Funds Available in the amount of: 1,877.00

JOSE A. MONE
Fiscal Controller

EDWARD Q. ESPIRITU
OIC-FMS

With in the COB:

Expense Code:

Bdget:

Remarks:

ATTY. RODOLFO B. DEL ROSARIO, JR.

RVP, PRO1

BY THE AUTHORITY OF THE OIC (RVP):
JOSEPHINE Q. QUITON
Division Chief IV

JOSEPHINE Q. QUITON
Received copy of J.O. on

7-25-16
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.