

# JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: GNS TIRE AND SERVICE CENTER  
 Address: 006 Lucao District, Dagupan City Pangasinan  
 Tel. Fax No.: 522-1044  
 Supplier Registered with: 006-016-737-000 VAT

Work Order No.: 2016-40

Date: 7/28/2016

Term of Payment: CHARGE

Mode of Procurement: SMALL VALUE PROCUREMENT

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
			<b>FOR TOYOTA INNOVA SFH 811</b>		
	5	pcs	Tire Valve	45.00	225.00
	1	pc	Air Cleaner	995.00	995.00
	2	pcs	Wheel Cylinder	1,715.00	3,430.00
	1	pc	Brake Fluid 207 ml	100.00	100.00
			Labor for Replace Wheel Cylinder	785.00	785.00
			Discount on Labor		140.00
			LABOR		645.00
			MATERIALS		4,750.00
			xxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxx	<b>TOTAL</b>	<b>5,395.00</b>
			Less: TAX		
			VAT (5%/1.12)	240.85	240.85
			PR No. 16-0727-0452		
			Requesting Unit: PRO 1, GSU-Motorpool		<b>5,154.15</b>

## 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.

**JUL 29 2016**  
 COA- Rym

Very truly yours,

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

Certified Budget Available:

Funds Available in the amount of: 5,995.00

**JOSE A. MONES**  
 Fiscal Controller III

**EDWARD Q. ESPIRITU**  
 OIC-FMS

With in the COB:

Expense Code:

Bdget:

Remarks:

APPROVED:

**ATTY. RODOLFO B. DEL ROSARIO, JR.**

RVP, PRO1

By the authority of the RVP, PRO 1

**JOSEPHINE Q. QUITON**  
 Division Chief, HCDMD

CONFORME:

Received copy of J.O. on

Date

Signature over Printed Name  
 of Supplier / Representative

## INSTRUCTIONS ON HOW TO USE THIS FORM:

- This form shall be used for the acquisition of services such as printing, renovation, etc.
- 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.
- All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
- The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.