



JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: MSD-GSU

Supplier:	TOYOTA SAN PABLO LAGUNA, INC	Work Order No.:	2016-005
Address:	Km. 78 Maharlika Highway, Brgy. San Benito, Alaminos, Laguna	Date:	01/29/16
Tel. Fax No.:	(049) 503-3018	Term of Payment:	On account
Supplier Registered with:	SEC	Mode of Procurement:	Direct Contracting

Please deliver to this office within 15 days upon approval.

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

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
-	-	-	<i>Labor and materials for the maintenance of Toyota Grandia SHY916.</i>	-	-
			MATERIALS		
	7	ltrs.	Motor Oil	201.86	1,413.00
	1	pc.	Oil filter	425.60	425.60
	1	pc.	Drain plug gasket	31.43	31.43
	1	pc.	Fuel filter	856.00	856.00
	1	pc.	Engine oil flushing	387.00	387.00
	1	pc.	Injector cleaner	500.00	500.00
	1	pc.	Washer fluid	168.00	168.00
	1	pc.	Engine treatment	995.00	995.00
	1	pc.	Silicon spray	108.00	108.00
	1	pc.	Brake cleaner	200.00	200.00
	1	pc.	Brake grease	58.00	58.00
	1	pc.	Cable tie	48.00	48.00
	1	lot	Shop supplies	400.00	400.00
					5,590.03
			Less Taxes: VAT 5%	249.55	
			EWT 1%	49.91	299.46
					5,290.57
			LABOR		
	1	lot	Perform 60,000 KM PMS	2,077.60	2,077.60
	1	lot	Perform engine detailing	1,300.00	1,300.00
					3,377.60
			Less Taxes: VAT 5%	150.79	
			EWT 2%	60.31	211.10
					3,166.50
			NET TOTAL:		8,457.07

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.
- All item/s shall be delivered and accepted by the Procurement Section at PRO IV-A, Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena 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,

MIGUEL T. MACALINAO
Division Chief, MSD

Certified Budget Available:		Funds Available in the amount of: <u>8967.63</u>	APPROVED:
ERLYN V. ROJAS Fiscal Controller II		FELICIANA O. PASTORPIDE Fiscal Controller IV	EDWIN M. ORINA, MD OIC, PRO IVA
With in the COB:	<u>2016-COB</u>		
Expense Code:	<u>847-00</u>		
Budget:	<u>8,967.63</u>		
Remarks:			
Received copy of J.O. on _____		CONFORME: <u>Margarita Mendez</u>	
Date _____		Signature over Printed Name of Supplier / Representative	