

OCT 19 2018 HOMM-P-007

JOB ORDER

(Non-Inventoriable Items)

OFFICE/DEPARTMENT: PRO-1

Received By: *[Signature]*
Time: *[Signature]*

Supplier: **JOHN HENRY CAR CARE CENTER**
Address: **General Segundo Ave., Laoag City**
Tel. Fax No.: **077-773-2227-8**

Supplier Registered with: **010-000-228-487 VAT**

Work Order No.: **2018-48**

Date: **10/1/2018**

Term of Payment: **Charge**

Mode of Procurement: **Negotiated Procurement
Small Value Procurement**

Please deliver to this office within **5 days** 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
			Labor and materials for the periodic maintenance of Toyota Innova SFH 812		
		<u>Materials</u>			
	2	gals	Mobil 2000	1,697.00	3,394.00
	1	pc	Oil Filter	190.00	190.00
	1	pc	Brake Cleaner	252.00	252.00
		<u>Total-Materials</u>			3,836.00
		<u>Labor</u>			
	1	lot	Change oil	336.00	336.00
	1	lot	Cleaning of brakes	762.00	762.00
		<u>Total-Labor</u>			1,098.00
			xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxx	TOTAL-L&M	4,934.00
			Less: TAX		
			VAT (5%/1.12)		220.27
			PR No. 18-0906-0331	Total - Net of Tax	4,713.73
			Requesting Unit: GSU-Motorpool		

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.
- 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,

[Signature]
CYNTHIA S. SANTOS

Division Chief IV / MSD Chief

Certified Budget Available: <i>[Signature]</i> JOSE A. MONES Fiscal Controller III		Funds Available in the amount of: <u>4,934.00</u> <i>[Signature]</i> JANE C. RAGOS PC IV / FMS Chief		APPROVED: <i>[Signature]</i> ALBERTO C. MANDURIAO Regional Vice President	
With in the COB: <i>[Signature]</i> Expense Code: <i>[Signature]</i> Budget: <i>[Signature]</i> Remarks: <i>[Signature]</i>					
Received copy of J.O. on <u>10/3/18</u> Date		CONFORME <i>[Signature]</i> Signature over Printed Name of Supplier / Representative			