

**JOB ORDER**

(Non-Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: **INDUSTRIAL & TRANSPORT EQUIPMENT, INC.**

Address: Rizal St., Dagupan City

Tel. Fax No.: 540-2513

Supplier Registered with: 000-201-284-00001 V

Work Order No.: 2018-54

Date: 10/19/2018

Term of Payment: Charge

Mode of Procurement: Direct Contracting

Please deliver to this office within 1 week 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
			Periodic maintenance of Isuzu Crosswind XUV AT		
	1	gal	KGS CS 3661	1,246.48	1,246.48
	1	pc	IGMO ENGINE OIL	1,408.70	1,408.70
	1	pc	OIL FILTER	529.38	529.38
	1	pc	FUEL FILTER	1,623.26	1,623.26
	2	ltrs	Air Cleaner	324.74	649.47
	3	ltrs	IGMO ENGINE OIL	358.96	1,076.88
	2	ltrs	STF / TRANSMISSION OIL	293.53	587.06
	7	ltrs	GEAR OIL	281.20	1,968.42
	1	pc	COOLANT	227.71	227.71
	1	pc	BRAKE CLEANER	418.98	418.98
			DIESEL SYSTEM COND	38.64	38.64
			SHOP MATERIALS		
			Total MATERIALS		9,774.98
			LABOR-Perform 40,000 KM check-up		3,245.76
			xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxx		
			Less: TAX		
			VAT (5%/1.12) (labor & materials)		581.28
			PR No. 18-1012-0380		
			Requesting Unit: GSU-Motorpool		
			TOTAL-L&M		13,020.74
			Total - Net of Tax		12,439.46

**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,

**CYNTHIA S. SANTOS**

Division Chief IV / MSD Chief

Certified Budget Available: _____ Funds Available in the amount of: <u>13,020.74</u>		APPROVED:
<b>JOSE A. MONES</b> Fiscal Controller III	<b>JANE C. RAGOS</b> FC IV / FMS CHIEF	<b>ALBERTO C. MANDURIAO</b> Regional Vice President
With in the COB: _____ Expense Code: _____ Budget: _____ Remarks: _____	BY THE AUTHORITY OF THE CHIEF OF THE BUDGET OFFICE <b>JOSE A. MONES</b> FISCAL CONTROLLER III	
Received copy of J.O. on _____ Date: <u>10-24-18</u>		CONFORME: _____ Signature over Printed Name: of Supplier / Representative