



JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: INDUSTRIAL AND TRANSPORT EQUIPMENT, INC.

Address: Rizal Street, Dagupan City Pangasinan

Tel. Fax No.: 540-2513

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

Work Order No.: 2019-7

Date: 3/14/2019

Term of Payment: Charge

Mode of Procurement: Direct Contracting

Please deliver to this office within **1 WEEK**

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

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
			Periodic Maintenance for Isuzu Crosswind XUV CS 3648		
	1	gal	Igmo Engine Oil	1,246.48	1,246.48
	1	pc	Oil Filter	1,408.70	1,408.70
	1	pc	Fuel Filter	529.38	529.38
	1	pc	Air Cleaner	1,623.26	1,623.26
	2	ltrs	Igmo Engine Oil		649.47
	2	ltrs	Transmission Oil		649.47
	2	ltrs	Gear Oil	293.53	587.06
	6	ltrs	Coolant	328.07	1,968.42
	1	pc	Brake Cleaner	227.71	227.71
	1	pc	Diesel System Cond	418.98	418.98
			Shop Materials	38.64	38.64
			Total Materials:		9,347.57
			Less: TAX		
			VAT (5%/1.12)		417.30
				Material	8,930.27
			Labor perform 80,000 km. check-up:		3,245.76
			Less: TAX		
			VAT (5%/1.12)		144.90
				Labor	3,100.86
			19-0313-0178	TOTAL	12,031.13
			Requesting Unit: LHIO-ILOCOS SUR		

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.

Very truly yours,

CYNTHIA S. SANTOS
Division Chief IV, MSD

Certified Budget Available: <u>12,593.33</u> Funds Available in the amount of: <u>12,593.33</u>		APPROVED: ALBERTO C. MANDURIAO Regional Vice President, PRO1
JOSE A. MONES Fiscal Controller III	JANE C. RAGOS PC/FMS Chief	
With in the COB: <u>2019</u> Expense Code: <u>12-1000</u> Bdgct: <u>12,593.33</u> Remarks: <u>154710</u>	CONFORME: <u>[Signature]</u> Signature over Printed Name of Supplier / Representative	
Received copy of J.O. on <u>3-14-19</u> Date		

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.
- This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
- This form shall be prepared in 3 copies distributed as follows:

1 copy - PRID

1 copy - Comptrollership Dept.

1 copy - COA