

## PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

<b>Supplier</b> TIERODMAN AUTO CENTER INC. 246 P. Ocampo Ext. Cor Sampaloc St San Antonio, Makati City Address Telephone 8899-2773 / 8899-2774	P. O. No. NCR-24-090 Date October 31, 2024 Mode of Procurement: NP 53.9 - Small Value Procurement
---	--

**Gentlemen :** Please furnish this office the following articles subject to the terms & conditions contained herein:

<b>Place of Delivery :</b> Makati City  <b>Date of Delivery :</b> 1 day upon signing of P.O.	<b>Delivery Term :</b> 1 (One) Day  <b>Payment Term :</b> Government Procedure
--	--

Stock No.	Unit	Quantity	Description	Unit Cost	Amount
	LOT	1 (ONE)	<b>PREVENTIVE MAINTENANCE / CHANGE OIL</b>  PURPOSE: For preventive maintenance service / change oil of DOT-NCR service vehicle 2018 Toyota Innova with Plate Number SJN 757 Inclusions: ✓ 8 Liters Engine Oil ( Fully Synthetic ) ✓ 1 Oil Filter ✓ 1 Air-Cleaner ✓ 1 Flushing Oil ✓ 1 Fuel Filter  Note: Labor (included) ✓ Change fuel filter ✓ Change Oil ✓ Cleaning of 4 brakes  <b>REQUIREMENTS FOR SUPPLIERS</b> <ul style="list-style-type: none"> <li>• Quoted price to include labor and applicable taxes</li> <li>• Willing to engaged in send-bill arrangement</li> </ul> Approved Budget for the Contract (ABC): Php 11,500.00  <small>*Inclusive of all applicable taxes, EWT/GAT/government taxes/service charges and other applicable taxes and charges met upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government rules</small> ***nothing follows***		10,990.00
(Total Amount in Words)			<b>PESOS: TEN THOUSAND NINE HUNDRED NINETY ONLY</b> (inclusive of all applicable government taxes)		10,990.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very Truly Yours,

<b>Conforme :</b>  NORBERTO DIAZ Signature given printed name 11/7/24 Date	 SHARLENE ZABALA-BATIN Assistant Secretary for TRDG and concurrent Regional Director, DOT-NCR 11 / 27 / 5 5 0 2
--	--

**Funds Available :** Amount : 10,990.00  
 MARIA VICTORIA S. RODRIGO ALOBS No. 24-11-6508  
 Acting Accountant