

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

## PURCHASE ORDER

Supplier: <b>HONDA CARS SHAW</b> Address: Shaw Boulevard Corner Pilar Street Mandaluyong City TIN: 000-220-239-000 Account No.: Telephone: 7971-3888	P.O. # <b>021-06-067</b> Date: June 2, 2021 Mode of Procurement: Small Value Procurement 53.9 Bank: Fax: 7725-7673
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term: w/n five (5) working days upon receipt of P.O.
Date of Delivery:	Payment Term: Cash Payment (Petty Cash Voucher)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<b>Perform 1,500 km check-up of OSG service vehicle                      Honda Civic with conduction sticker no. E1D364                      assigned to Solicitor General</b>			
		Labor: 1,500 km check-up <div style="text-align: right;">Labor Cost:</div>			2,464.82
		Parts: Cartridge, Oil Filter Washer, Drain Plug, 14MM SN 0W20 4x4L <div style="text-align: right;">Parts Cost:</div>			386.76 25.73 <hr/> 2,380.60 2,793.09
		<div style="text-align: right;">Total Labor:</div>			2,464.82
		<div style="text-align: right;">Total Parts:</div>			2,793.09
		<div style="text-align: right;">VAT 12%:</div>			630.95
		<div style="text-align: right;">Grand Total:</div>			<hr/> 5,888.86
		5% 262.90 2% 105.16 <hr/> 368.06 Net of Taxent. 5520.80			

Total Amount in Words: **Five Thousand Eight Hundred Eighty-Eight Pesos & 86/100** Php **5,888.86**

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,

Conforme: CHARITAN C. BANAY  
 (Signature over printed name)  
06-29-21  
 (Date)

**RODRIGO L. OJENAL**  
 SAO, Administrative Division

**EDITHA R. BUENDIA**  
 OIC-Director IV, HRMAS

Funds Available:	ALOBS: <u>02-101101-2021-06-414</u>	
	Amount: <u>₱ 5,888.86</u>	
ARIEL J. UBINA Chief Accountant		