

Republic of the Philippines  
 PROVINCE OF SOUTHERN LEYTE  
 City of Maasin

**PURCHASE ORDER**  
 Provincial Government of southern Leyte  
 Agency/Procuring Entry

Supplier : **KOJAC ENTERPRISES AND GEN. SERVICES** P.O. No. : **0335-A**  
 Address : Maasin City Date : **23 DEC 2019**  
 Tel.No. : Mode of Procurement:  
 TIN : Small Value Procurement  
 PR. No./s: **0476**

Gentlemen:  
 Please furnish this office the following articles subject to the terms and condition contained herein

Place of delivery: PGSO  
 Date of Delivery: 20 CALENDAR DAYS

| Item No. | UNIT | QTY | DESCRIPTION                       | UNIT COST | AMOUNT   |
|----------|------|-----|-----------------------------------|-----------|----------|
| 1        | gal  | 2   | Engine Oil 5W30                   | 3,500.00  | 7,000.00 |
| 2        | pc   | 1   | Oil Filter                        | 800.00    | 800.00   |
| 3        | jo   | 1   | Labor in change oil               | 400.00    | 400.00   |
| 4        | pc   | 1   | Fuel Filter                       | 1,800.00  | 1,800.00 |
| 5        | jo   | 1   | Place for Fuel Filter             | 400.00    | 400.00   |
| 6        | set  | 1   | Horn Set                          | 2,000.00  | 2,000.00 |
| 7        | jo   | 4   | Wheel Balancing                   | 200.00    | 800.00   |
| 8        | lot  | 1   | Wheel Weights                     | 200.00    | 200.00   |
| 9        | jo   | 4   | Tire Mounting                     | 180.00    | 720.00   |
| 10       | jo   | 1   | Alignment Toe                     | 1,800.00  | 1,800.00 |
| 11       | can  | 1   | Brake Cleaner                     | 350.00    | 350.00   |
| 12       | jo   | 2   | Check/Clean Brakes front and rear | 450.00    | 900.00   |

**PGSO**  
 RECEIVED BY  
 NAME: [Signature]  
 DATE: 12/23/19

5-02-17-000  
 (841)

FOR USE IN OSP

PROVINCIAL GOVERNMENT'S OFFICE  
 RECEIVED  
 DATE: 12-19-19  
 BY: [Signature]  
 CITY, SO. LEYTE

PROVINCIAL GOVERNMENT'S OFFICE  
 RELEASED  
 DATE: 12-27-19  
 BY: [Signature]  
 CITY, SO. LEYTE

Note: Please see terms and conditions at the back **17,170.00**

(Total Amount in Words) SEVENTEEN THOUSAND ONE HUNDRED SEVENTY PESOS ONLY

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

Conforme:  
[Signature]  
**BAL TAZAR S. AVILA, SR.**  
 Signature Over Printed Name of Supplier  
**DEC 26 2019**  
 Date

**RECEIVED**  
 DATE: 12-27-19  
**DAMIAN G. MERCADO**  
 Provincial Governor  
 Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)  
 Approved per Sanggunian Resolution No.: \_\_\_\_\_  
 Certified Correct: \_\_\_\_\_ Date: \_\_\_\_\_  
 Secretary to the Sanggunian