



JOB ORDER NO. DOTC-MV-115-15  
November 2, 2015

DOUBLE 'R' MOTOR WORKS  
#29 E. Manalo Sto. Niño, Marikina City

DOTC  
OFFICE OF THE AUDITOR

RECEIVED

GENTLEMEN:

BY: *elpb* DATE: *12/7/15*

Pursuant to **BAC-Resolution No. S-GS-AMP-2015-161** dated September 2015, recommending the award of contract for the repair/servicing of **Toyota Innova** with Plate No. **RME-466** assigned to **Usec. Rene K. Limcaoco**, Undersecretary for Planning, please undertake the immediate repair/service of said vehicle within five (5) working days upon receipt hereof.

SCOPE OF WORKS

LABOR:

- Change oil/tune-up ----- 700.00 ✓
- Replace water pump, tensioner bearing, idler bearing, fan belt ----- 1,800.00 ✓

PARTS:

6 ltrs.	Engine oil	230.00/ltr.	-----	1,380.00 ✓
1 pc.	Oil filter		-----	580.00 ✓
1 pc.	Air filter		-----	1,280.00 ✓
1 set	Spark plug		-----	600.00 ✓
1 pc.	Fuel filter		-----	980.00 ✓
1 pc.	Water pump		-----	3,990.00 ✓
1 pc.	Tensioner bearing		-----	6,130.00 ✓
2 pcs.	Idler bearing	2,050.00/pc.	-----	4,100.00 ✓
1 pc.	Fan belt		-----	3,180.00 ✓

Total P 24,720.00 ✓

(AMOUNT: TWENTY FOUR THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY)

It is understood that payment will be effected only after such repair/service shall have been satisfactorily rendered and accepted by this Office, subject however to the usual inspection and verification by the Management Division or its duly authorized representative, whether or not the work performed is in accordance with the specification hereof.

Very truly yours,

MARIA KAREN S. OLIDAN  
Director III, PSPMS

COT (MOOE) 15-11-02561

FUNDS AVAILABLE: 24,720.00 ✓

EDNA C. TAPAR  
Chief, Accounting Division

Recommending Approval:

ATTY. CAMILLE R. ALCARAZ  
Assistant Secretary for Procurement

Approved:

ATTY. CATHERINE P. GONZALES  
Undersecretary for Administration and Procurement