



Republic of the  
**DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**

**JOB ORDER NO. DOTC-MV-118-15**  
November 2, 2015

**DOTC**  
**OFFICE OF THE AUDITOR**

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

**RECEIVED**

GENTLEMEN:

BY: elph DATE: 12/7/15

Pursuant to **BAC-Resolution No. S-GS-AMP-2015-159** dated September 2015, recommending the award of contract for the repair/servicing of **Ford Ranger** with Plate No. **SFN-970** assigned to **Assec. Camille R. Alcaraz**, Assistant Secretary for Procurement, 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 heater plug	----	400.00
- Replace front and rear brake pads, clean & adjust brakes	----	700.00
- Replace fan belts	----	600.00
- Pull-down radiator for cleaning	----	1,200.00

**PARTS:**

7 ltrs.	Engine oil	220.00/ltr.	----	1,540.00
1 pc.	Oil filter		----	480.00
1 pc.	Fuel filter		----	1,250.00
1 pc.	Air cleaner		----	930.00
1 set	Heater plug		----	3,400.00
1 set	Disc pads		----	1,850.00
1 set	Brake pads		----	2,250.00
3 pcs.	Fan belts	550.00/pc.	----	1,650.00

**Total P 16,950.00**

**(AMOUNT: SIXTEEN THOUSAND NINE HUNDRED FIFTY 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*  
**MARIA KAREN S. OLIDAN**  
Director III, PSPMS

COF (MOOT) 15-11-02562  
FUNDS AVAILABLE: 16,950.00

*Edna C. Tapar*  
**EDNA C. TAPAR**  
Chief, Accounting Division

Recommending Approval:

*Camille R. Alcaraz*  
**ATTY. CAMILLE R. ALCARAZ**  
Assistant Secretary for Procurement

Approved:

*Catherine P. Gonzales*  
**ATTY. CATHERINE P. GONZALES**  
Undersecretary for Administration and Procurement