



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

JOB ORDER NO. DOTC-MV-149-15
 December 29, 2015

CARTECH MOTOR WORKS
 146 Scorpio St. Villarica Subd., Sto. Domingo, Cainta, Rizal

OFFICE OF THE AUDITOR

RECEIVED

BY: Paul DATE: 3-2-16

GENTLEMEN:

Pursuant to **BAC-Resolution No. S-GS-AMP-2015-238** dated December 2015, recommending the award of contract for the repair/servicing of **Toyota Corolla** with Plate No. **WTL-772** assigned to **Mr. Raphael S. Lavides**, Chief, Air Transport Planning Division, please undertake the immediate repair/service of said vehicle within five (5) working days upon receipt hereof.

SCOPE OF WORKS

LABOR:

- Engine change oil/tune-up	----	1,200.00
- Replace clutch master & secondary master	----	1,500.00
- Replace water pump	----	1,500.00
- Aircon gen. cleaning replace defective parts	----	3,000.00
- Clean/adjust brake	----	1,200.00

PARTS:

4 ltrs.	Motor oil	275.00/ltr.	----	1,100.00
1 pc.	Oil filter		----	400.00
1 pc.	Air cleaner		----	550.00
4 pcs.	Spark plug	250.00/pc.	----	1,000.00
1 pc.	Water pump		----	2,000.00
1 pc.	Clutch master assy.		----	2,200.00
1 pc.	Secondary master		----	1,100.00
1 btl.	Fluid		----	150.00
1 pc.	Expansion valve		----	1,200.00
1 pc.	Drier		----	950.00
1 lb.	Freon w/ oil		----	1,200.00

Total P 20,250.00

(AMOUNT: TWENTY THOUSAND TWO 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,

Zenaída B. Biteng
ATTY. ZENAÍDA B. BITENG
 OIC, PSPMS

Recommending Approval:

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

COF (MODE) 15-12-03090
 FUNDS AVAILABLE: 20,250.00

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

Approved:

Catherine P. Gonzales
ATTY. CATHERINE P. GONZALES
 Underscretary for Administration and Procurement