



**Department of National Defense**  
**PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION**

PADC Hangar 2, General Aviation Area, Old Mia Road Pasay City, Philippines



23 March 2022

## NOTICE TO PROCEED

**CITIMOTORS, INC.**

Pasong Tamo, Cor. Don Bosco Sts.  
Pio Del Pilar, Makati

Dear Sir/Madam:

This is to inform you that Service Order L2022-03-0001 for the One (1) scheduled mandatory periodic maintenance (40,000KM Change Oil Service and checkup/replacement of wheel bearings) Mitsubishi L300 with conduction sticker number B6 K449 has been approved by the concerned authorities of the Philippine Aerospace Development Corporation in the total amount of **Nine Thousand Forty-One and 44/100 Pesos (PHP 9,041.44)**.

Accordingly, you are hereby directed to commence delivery in accordance with the terms and conditions as stipulated in Service Order No. L2022-03-0001.


Please sign in the space provide at the bottom of this page to acknowledge receipt and acceptance of this notice.

Thank you.

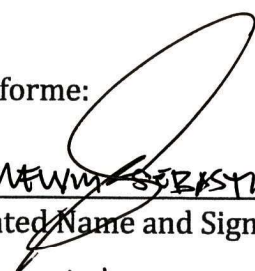
Recommending Approval:

  
**ANNIE N. BERSAMIRA**  
BAC, Chairperson

Approved by:

  
**RAYMOND L. MITRA**  
Acting President and CEO

Conforme:

  
Printed Name and Signature

Date: 3/24/2022



**Department of National Defense**  
**PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION**

PADC Hangar 2, General Aviation Area, Old Mia Road Pasay City, Philippines



21 March 2022

## NOTICE of AWARD

**CITIMOTORS, INC.**

Pasong Tamo, Cor. Don Bosco Sts.  
Pio Del Pilar, Makati

Dear Sir/Madam:

We are pleased to inform you that your offer for the One (1) lot of scheduled mandatory periodic maintenance (40,000KM Change Oil Service and checkup/replacement of wheel bearings) of the Mitsubishi L300 with conduction sticker number B6 K449 with a total amount of **Nine Thousand Forty-One and 44/100 Pesos (PHP 9,041.44)** inclusive of appropriate taxes and fees, being the Single Calculated and Responsive Quotation, has been accepted pursuant to BAC Resolution for NOA No. 2022-001.

If you agree with the contract award, please sign in the space given below to acknowledge receipt and acceptance of this notice. You may retain a copy and return the original copy as soon as possible to this office.

Very truly yours,

  
**RAYMOND L. MITRA**  
Acting President and CEO

Conforme:

  
MELVIN SEBASTIAN  
Printed Name and Signature

Date: 3/21/22

Contact No. \_\_\_\_\_



# PURCHASE ORDER

## PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION

Entity Name

Hangar No. 2, Gen. Aviation Area, Domestic Rd., Pasay City

Supplier : <b>CITIMOTORS, INC.</b>	S.O. No. : <b>SO#L2022-03-0001</b>
Address : Pasong Tamo, Cor. Don Bosco Sts. Pio Del Pilar, Makati	Date : 21 March 2022
TIN : 000-113-791-000000	Mode of Procurement : Direct Contracting

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Hangar No. 2, GAA, Domestic Rd., Pasay City	Delivery Term : pick-up
Date of Delivery : 1-2 days	Payment Term : COP

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1 (Prop No. 15-00141)	unit	<b>40,000KM check-up/tune up/ change oil service of Mitsubishi L300 with conduction sticker no. B6 K449</b> <b>Labor:</b> 40000 KM Inspection - heavy Check Battery Change all fluids: coolant, P/S, Brake fluids <b>Materials/Miscs:</b> Protective Car Cover Jet Cleaner (diesel) Mineral Oil Car Care Kit Service Shop Consumables Engine Flush Sandpaper #120 Braker Cleaner Super Long Life Coolant ATF DXIII Platinum Braker Fluid Rad. Cap Stickers 200pcs/pack PMS Kit No. 1 *****Nothing Follows*****	1		
				2,621.00	P 2,621.00
				160.00	160.00
				400.00	400.00
			1	90.00	90.00
			1	499.00	499.00
			6	279.0033	1,674.02
			1	255.00	255.00
			1	255.00	255.00
			1	399.00	399.00
			1	14.45	14.45
			1	375.00	375.00
			1	1,220.00	1,220.00
			1	338.37	338.37
			1	262.00	262.00
			1	9.86	9.86
			1	521.92	521.92
				10% Parts Discount	(53.18)
				<b>TOTAL</b>	<b>P 9,041.44</b>
		<b>Purpose:</b> scheduled mandatory periodic maintenance <b>References:</b> PR#GSD2022-03-L0009; RIS#GSD-22-03-001 PRE Inspection Report No. GSD-22-03-001			

Note: This motor vehicle is still under warranty.

(Total Amount in Words) **NINE THOUSAND FORTY ONE AND 44/100 PESOS ONLY** **PHP 9,041.44**

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 on the undelivered item/s.

Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours,

**RAYMOND L. MITRA**

Signature over Printed Name of Authorized  
Official

Acting President and CEO  
Designation

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

**MAITA T. TARRAYO**  
Signature over Printed Name of Chief Accountant/Head of  
Accounting Division/Unit

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_