



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
**NATIONAL CONCILIATION AND MEDIATION BOARD**  
4<sup>th</sup> - 6<sup>th</sup> Floors, Arcadia Building, 860 Quezon Avenue, Brgy. Paligsahan, Quezon City 1103  
Trunkline Number: (02) 8252-6262 loc: 700, 720, 721, 728  
Email addresses: ncmb.dole@ncmb.gov.ph, admin\_co@ncmb.gov.ph



## NOTICE TO PROCEED

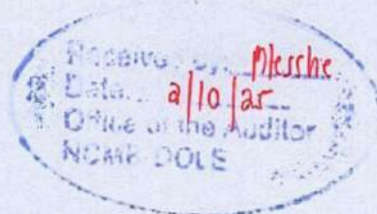
03 February 2025

**MS. JANICE B. VOLANTE**

Marketing Professional

**TOYOTA OTIS, INC.**

1770 Paz M. Guanzon Street, Brgy. 831 Paco,  
City of Manila



Dear **Ms. Volante**:

This refers to our award of contract to your company for the **Supply and Delivery of Six (6) units of Motor Vehicle** for the contract price of **Seventeen Million Three Hundred Twenty Thousand Pesos (Php17,320,000.00)** inclusive of appropriate taxes pursuant to NCMB-BAC Resolution No. 2024-082, s. 2024.

In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence upon confirmation of this letter.

Please acknowledge receipt and acceptance of this by signing both copies in the space provided below. Keep one copy and return the other copy to this office.

Thank you.

Very truly yours,

**MARIA TERESITA D. LACSAMANA-CANCIO**  
Executive Director IV

Conforme:

**MS. JANICE B. VOLANTE**

Marketing Professional

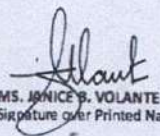
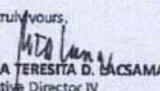
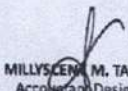
Toyota Otis, Inc.

Date: FEB. 5, 2025



# PURCHASE ORDER

Department of Labor and Employment  
NATIONAL CONCILIATION AND MEDIATION BOARD  
860 Arcadia Bldg., Quezon Avenue, Quezon City

Supplier : <b>TOYOTA OTIS, INC.</b>		P.O. No: <b>2025-01-002</b>			
Address : <b>1770 Paz M. Guanzon Street, Brgy. 831 Paco, City of Manila</b>		Date: <b>01/28/25</b>			
Phone No: <b>0917-742-6923</b>		Mode of Procurement: <b>Public Bidding</b>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: <b>6th Flr., Adm. Div. Arcadia Bldg., 860 Quezon Avenue, Quezon City</b>		Delivery Term: <b>Free delivery</b>			
Date of Delivery: <b>within One Hundred Twenty (120) calendar days from the receipt of the Notice to Proceed</b>		Govt. Terms, after delivery			
Stock No.	Unit	Descriptions	Quantity	Unit Cost	Amount
	unit	<b>MULTI-PURPOSE VEHICLE (MPV)</b> variant: <b>TOYOTA INNOVA, E DSL A/T</b> (see the attached complete technical specifications)	1	2,053,000.00	P2,053,000.00
	units	<b>PASSENGER VAN (PV)</b> variant: <b>TOYOTA HIACE GL GRANDIA TOURER, 2.8L Diesel A/T</b> (see the attached complete technical specifications)	4	3,045,000.00	P12,180,000.00
	unit	<b>SPORTS UTILITY VEHICLE (SUV)</b> variant: <b>TOYOTA FORTUNER LTD, 2.8 4x4 A/T</b> (see the attached complete technical specifications)	1	3,087,000.00	P3,087,000.00
		<b>VAT INCLUSIVE</b>			
(Total amount in Words) <b>SEVENTEEN MILLION THREE HUNDRED TWENTY THOUSAND PESOS</b>					<b>P17,320,000.00</b>
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 everyday of delay shall be imposed.					
Conforme:  <b>MS. JANICE P. VOLANTE</b> Signature over Printed Name of Supplier		Very truly yours,  <b>MARIA TERESITA D. LACSAMANA-CANCIO</b> Executive Director IV			
Date <b>JANUARY 31, 2025</b>					
Fund Cluster: Funds Available:  <b>MILLYSCEN M. TAGGUE</b> Accountant Designate		ORS/BURS. No.: <b>02-011011 012026-01-000021</b> Date: <b>January 28, 2025</b> Amount: <b>P17,320,000.00</b>			

