



OFFICE OF CIVIL DEFENSE

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Quality Form

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2019.08.15

Purchase Order

Page No.

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Supplier	R.M. Relos Transport Service	P.O. No.	CMS-PO-20-064
Address	1147 Batangas St. Makati City	Date	20-Feb-20
E-mail Address	rmrelosdude@yahoo.com	Mode of Procurement	Section 53.9 (Small Value Procurement)
Tel. No.	9178939505	TIN	124-166-695-000

Gentlemen:
Please provide this office the following services subject to the terms and conditions contained herein:

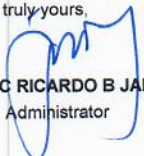
Location of Service:	OCD CGEA to Venue (RO I) vice-versa	Delivery Term:	23 Feb 2020 and 29 Feb 2020
		Payment Term:	30 Working Days


LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT															
1	van	VEHICLE RENTALS Provision of Transportation for the conduct of the event: Name Of Event: cascading of OCD GAD Plan and Budget for CY 2020 Back to Back HR Conference Pick-up Points: OCD CGEA Drop-off Point: OCD Region I identified venue Requirements for the vehicle: Type of Vehicle: Van Must be at least 2014 model Must accommodate at least 12 pax/vehicle/trip Transportation Arrangements A) Pick-up and Drop-off Only <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Estimated No. of Pax</th> <th>Pick-up Point</th> <th>Date/Time</th> <th>Drop-off Point</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>OCD CGEA</td> <td>23 Feb 2020 1400 H</td> <td>Venue (RO I)</td> <td>23 Feb 2020</td> </tr> <tr> <td>20</td> <td>Venue (RO I)</td> <td>29 Feb 2020 1400 H</td> <td>CGEA</td> <td>29 Feb 2020</td> </tr> </tbody> </table> No. of vehicle required: 2 Units Service provider must provide the following: <ul style="list-style-type: none"> • Conduct routine vehicle check-up prior to usage (BLOWBAG) • Pay for toll and parking fees as may be necessary • Provide for Fuel, oil, lubricants for the vehicle/s • Provide Professional and courteous driver/s for the vehicle/s • Provide food and accommodation for the driver/s • The vehicle shall be safe operating conditions at all times • The contractor shall bear full responsibility for the preventive and remedial maintenance of the vehicle <ul style="list-style-type: none"> • Cover all expenses for emergency repairs/ check-up during the period covered • Provide (on call) standby vehicle as replacement in case of emergency repair Payment: Must accept SEND BILL policy as payment for services *** nothing follows ***	Estimated No. of Pax	Pick-up Point	Date/Time	Drop-off Point	Date/Time	20	OCD CGEA	23 Feb 2020 1400 H	Venue (RO I)	23 Feb 2020	20	Venue (RO I)	29 Feb 2020 1400 H	CGEA	29 Feb 2020	2		38,400.00
Estimated No. of Pax	Pick-up Point	Date/Time	Drop-off Point	Date/Time																
20	OCD CGEA	23 Feb 2020 1400 H	Venue (RO I)	23 Feb 2020																
20	Venue (RO I)	29 Feb 2020 1400 H	CGEA	29 Feb 2020																
TOTAL COST					₱38,400.00															

(Total Amount in Words): **THIRTY EIGHT THOUSAND FOUR HUNDRED PESOS ONLY**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for everyday of delay shall be imposed.

Conforme: 
 Signature over printed name of Supplier
FEB. 21, 2020
 Date

Very truly yours,

USEC RICARDO B. JALAD
 Administrator

Funds Available: 
LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No. : 12-101101-2020-B-0176
 Amount : ₱38,400-