

# PURCHASE ORDER

OFFICE OF CIVIL DEFENSE  
Agency / Procuring Entity

Supplier : <b>RM RELOS TRANSPORT</b> 1147 Batangas St. Makati City	P.O. No. : <b>CMS-PO-19-096</b>
E-mail Address : <u>rmrelosdude@yahoo.com</u>	Date : <b>10 July 2019</b>
Telephone No. : <b>09178939505</b>	Mode of Procurement : <b>Sec. 53.9 (Small Value Procurement)</b>
TIN : <b>124-166-695-0000</b>	

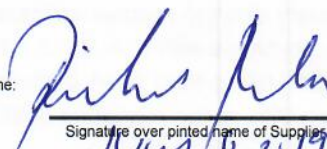
Gentlemen:  
Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service: <b>Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City</b>	Delivery Term: <b>26 and 28 July 2019</b>
	Payment Term: <b>30 Working Days</b>

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		<b>Provision of Vehicle Rental for the Transportation Services for GSD Personnel for the Conduct of GSD Team Building 2019</b>  <b>Transportation Arrangements:</b> 1. Pick-up and drop-off: 26 July 2019 @ 8:00 A.M. (OCD to Venue) 2. Pick-up and drop-off: 28 July 2019 @ 2:00 P.M. (Venue to OCD)  <b>Other Requirements:</b> • Van at least year 2014 model or higher • Must be in well-conditioned especially on long distance driving • Must be clean, neat and full air conditioned • Must have comfortable legroom and foot room in all seating positions • With professional drivers who is friendly in Manila and nearby provincial routes • Rental fee is inclusive of Tax, fuel, toll fees and driver's meal • Capacity of the vehicles should be 12 to 15 persons  <b>** Send Bill Policy</b>  <p style="text-align: center;">*** nothing follows ***</p>	1	24,999.00	24,999.00
<b>TOTAL COST</b>				P	<b>24,999.00</b>

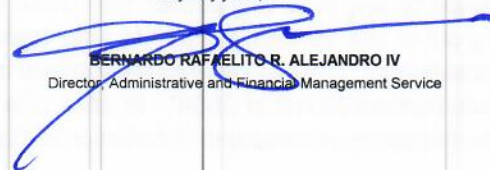
(Total Amount in Words): **TWENTY FOUR THOUSAND NINE HUNDRED NINETY NINE PESOS ONLY**  
 In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for everyday of delay shall be imposed.

Very truly yours,

Conforme: 

Signature over printed name of Supplier

Date: July 1, 2019



**BERNARDO RAFAELITO R. ALEJANDRO IV**  
Director, Administrative and Financial Management Service

Funds Available:	OBR No. :	<u>02-10101-2019-07-0111</u>
<b>LALAIN NECESARIO BARROGA</b>	Amount :	<u>Php 24,999.00</u>
Chief, Accounting Section		