



OFFICE OF CIVIL DEFENSE

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Quality Form

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0

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2019.08.16

Purchase Order

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Supplier	RM Relos Transport Service	P.O. No.	CMS-PO-19-169
Address	1147 Batangas St. Makati City	Date	2019.09.18
E-mail Address	rmrelosdude@yahoo.com	Mode of Procurement	Sec. 53.9 (Small Value Procurement)
Tel. No.	0917 893 9505 / 0943 928 6057	TIN	124-166-695-0000

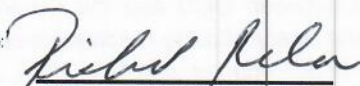
Gentlemen:
Please provide this office the following services subject to the terms and conditions contained herein:


Location of Service:	From OCD to destination stipulated below	Delivery Term:	22, 25 and 26 September 2019
		Payment Term:	30 Working Days


LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		Provision of Transportation for the Conduct of Workshop for the Development of OCD CY 2020 Indicative APP General Requirements: • Pick-up Point: Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City • Drop-off Point: Venue within South Triangle / Timog Avenue Quezon City • No. of Participants: 35 pax Requirement for the Vehicle: • Type of Vehicle: Van • Must be at least 2013 model • Must accommodate at least minimum of 11-seater, maximum 14-seater pax/vehicle/trip, • AC of the vehicle must be fully functional/operational			
	van	Pick-up Point: OCD CGEA Date: '23 September 2019 No. of Vehicles: 1 Drop-off Point: Venue Date: '23 September 2019	1		
	van	Pick-up Point: Airport Date: '23 September 2019 No. of Vehicles: 1 Drop-off Point: Venue Date: '23 September 2019	1		
	van	Pick-up Point: OCD CGEA Date: '25 September 2019 No. of Vehicles: 1 Drop-off Point: Venue Date: '25 September 2019	1		
	van	Pick-up Point: OCD CGEA Date: '26 September 2019 No. of Vehicles: 1 Drop-off Point: Venue Date: '26 September 2019	1		23,750.00
	van	Pick-up Point: Venue Date: '26 September 2019 No. of Vehicles: 1 Drop-off Point: OCD CGEA Date: '26 September 2019	1		
	van	Pick-up Point: Venue Date: '26 September 2019 No. of Vehicles: 1 Drop-off Point: Airport Date: '26 September 2019	1		
		Service Provider Must: • Conduct routine vehicle check-up prior to usage (BLOWBAG) • Pay for toll and parking fees as may be necessary • Provide for fuel, oil and lubricants for the vehicle/s • Provide for professional and courteous driver/s for the vehicle/s • Provide food and accommodation for the driver/s • Cover all expenses for emergency repairs / check-up during the period covered **Must accept SEND BILL policy as payment for services *** nothing follows ***			
TOTAL COST					₱23,750.00

(Total Amount in Words): TWENTY THREE THOUSAND SEVEN HUNDRED FIFTY 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
SEPT. 19, 2019
Date

Very truly yours,

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

Funds Available: 
LALAIN NECASARIO BARROGA
Chief, Accounting Section

OBR No.: 02-10101-2019-10-0267
Amount: 23,750.00