



OFFICE OF CIVIL DEFENSE		Document Co	QF-IPD-01
Quality Form		Revision No.	0
<h1>Purchase Order</h1>		Effectivity Date	2019.08.16
		Page No.	1 of 1
Supplier	Reia Rent A Car Services	W.O. No.	CMS-PO-19-186
Address	28-C Mt. Clemens St., New Marikina Subd., Sta. Elena, Marikina City	Date	October 01, 2019
E-mail Address	deth.concepcion@reiatransport.com	Mode of Procurement	53.9 (Small Value Procurement)
Tel. No.	646-4794 / 0933-317-2107	TIN	235-756-201-000

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

Location of Service:	Axiaa Hotel to Quezon City (Vice Versa)	Delivery Term:	02 and 17 October 2019
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1	van	Provision of Transportation Requirement for the Conduct of RDANA and PDNA Training VEHICLE RENTAL Provision of TRANSPORTATION General Requirements: <ul style="list-style-type: none"> • Pick-up Point: Axiaa Hotel, Quezon City • Drop-off Point: Quezon City Requirements for the vehicle: <ul style="list-style-type: none"> • Type of Vehicle: Van • Must be at least 2013 model • Must accommodate at least 12 to 13 pax per vehicle • AC of the vehicle must be fully functional/operational Service Provider must: <ul style="list-style-type: none"> • Conduct routine vehicle chek-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 Payment: <ul style="list-style-type: none"> • Must accept SEND BILL policy as payment for services • Payment will be process upon completion of each activity and receipt of Statement of Account Name of Event: RDANA Training Pick-up / Drop-off and STANDBY No. of pax: 50 pax (12 to 13 per van) Pick-up Point: Axiaa Hotel, Quezon City Drop-off Point: Within Quezon City (Vise Versa) Inclusive Date: 02 October 2019 Remarks: 8 hrs Van Rental	4		48,000.00
	van	Name of Event: PDNA Training Pick-up / Drop-off and STANDBY: No. of pax: 50 pax (12 to 13 per van) Pick-up Point: Axiaa Hotel, Quezon City Drop-off Point: Within Quezon City (Vice Versa) Inclusive Date: 17 October 2019 Remarks: 8 hrs Van Rental *** nothing follows ***	4		
			TOTAL COST		₱48,000.00

(Total Amount in Words): **FORTY EIGHT THOUSAND 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: *Elohan Concepcion*
 Signature over printed name of Supplier

Very truly yours,
Bernardo Rafaelito R. Alejandro IV
BERNARDO RAFAELITO R. ALEJANDRO IV
 Director, Administrative and Financial Management Service

Date: 10/1/19

Funds Available: *Lalain Necesario Barroga*
LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No. : 02-10101-2019-10-0801
 Amount : 48,000.00