



OFFICE OF CIVIL DEFENSE

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QF-IPD-01

Quality Form

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0

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2019.08.16

Purchase Order

Page No.

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Supplier	Geoffrey Transport Service	W.O. No.	CMS-PO-19-193
Address	77 Mapang-akit St., Pinyahan, Quezon City	Date	October 15, 2019
E-mail Address	geoffreytransport@yahoo.com	Mode of Procurement	53.9 (Small Value Procurement)
Tel. No.	922 0593 / 0925 740 9799	TIN	233-881-299-000

Gentlemen:

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

Location of Service:	From OCD to location stipulated below	Delivery Term:	17 and 25 October 2019
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1	van	Van Rental for the Conduct of Community First Responder Training VEHICLE RENTAL Provision of TRANSPORTATION General Requirements: • Pick-up Point: Office of Civil Defense / NAIA • Drop-off Point: Ciudad Christhia resort Requirements for the Vehicle: • Type of Vehicle: Van • Must be at least 2013 model • Must accommodate at least 10 pax/vehicle/trip • AC of the vehicle must be fully functional/operational 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 food and accommodation for the driver/s • Cover all expenses for emergency repairs / check-up during the period covered • Cover all expenses for toll fees and gas Payment: • 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: CFR Training Pick-up / Drop-off and STANDBY: No. of Pax: 10 Pick-up Point: OCD Drop-off Point: Ciudad Christhia Resort Date: 17 October 2019	3		
	van	No. of Pax: 10 Pick-up Point: Ciudad Christhia Resort Drop-off Point: NAIA Date: 25 October 2019	1		29,500.00
	van	No. of Pax: 10 Pick-up Point: Ciudad Christhia Resort Drop-off Point: OCD Date: 25 October 2019	2		
*** nothing follows ***					
TOTAL COST					P29,500.00

(Total Amount in Words): TWENTY NINE THOUSAND FIVE 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:

Pandera Formantera
 Signature over printed name of Supplier
 Oct 15, 2019
 Date

Very truly yours,

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

Funds Available:

LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No.:

02-101101-2019-10-0795

Amount:

29,500.00