



OFFICE OF CIVIL DEFENSE		Document Code	QF-IPD-01
Quality Form		Revision No.	0
<h1>Purchase Order</h1>		Effectivity Date	2019.08.16
		Page No.	1 of 1

Supplier	RM Relos Transport Service	P.O. No.	CMS-PO-19-218
Address	1147 Batangas St., Pio Del Pilar Makati City	Date	08-Nov-19
E-mail Address	rmrelosdude@yahoo.com	Mode of Procurement	Sec. 53.9 (Small Value Procurement)
Tel. No.	0917 893 9505	TIN	124-166-695-000

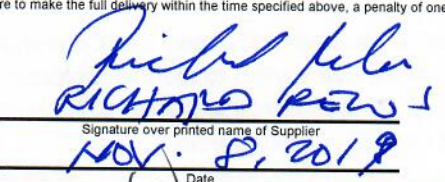
Gentlemen:
Please provide this office the following services subject to the terms and conditions contained herein:


Location of Service:	From OCD to destination stipulated below	Delivery Term:	11-15 November 2019
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT																							
		Provision of Transportation for the conduct of Report Development Training - Workshop																										
		3 vans Pick-up point: NAIA Terminal 1, 2 and/or 3 Drop-off point: Metro Manila (identified hotel)																										
		1 van Pick-up point: New NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City																										
		No. of Participants: 41 (including secretariat/resource persons) Requirements for the vehicle: • Type of vehicle: Van • Van must be at least 2014 model • Must accommodate at least 12 pax/trip/van • AC of the vehicle must be fully functional/operational																										
		Transportation Arrangements A) Pick-up and Drop-off only																										
	van	<table border="1"> <thead> <tr> <th>No. of pax</th> <th>Pick-up point</th> <th>Date/Time</th> <th>Drop-off point</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Camp Gen. Emilio Aguinaldo, Quezon City</td> <td>11-Nov-19</td> <td>Metro Manila (identified hotel)</td> </tr> <tr> <td>22</td> <td>NAIA Terminal 1, 2 and/or 3</td> <td>11-Nov-19</td> <td>Metro Manila (identified hotel)</td> </tr> </tbody> </table>	No. of pax	Pick-up point	Date/Time	Drop-off point	7	Camp Gen. Emilio Aguinaldo, Quezon City	11-Nov-19	Metro Manila (identified hotel)	22	NAIA Terminal 1, 2 and/or 3	11-Nov-19	Metro Manila (identified hotel)	1	4,987.50	4,987.50											
No. of pax	Pick-up point	Date/Time	Drop-off point																									
7	Camp Gen. Emilio Aguinaldo, Quezon City	11-Nov-19	Metro Manila (identified hotel)																									
22	NAIA Terminal 1, 2 and/or 3	11-Nov-19	Metro Manila (identified hotel)																									
	van	<table border="1"> <thead> <tr> <th>No. of pax</th> <th>Route</th> <th>Date/Time</th> <th>Other requirements</th> </tr> <tr> <td></td> <td>To</td> <td>From</td> <td></td> </tr> </thead> <tbody> <tr> <td>7</td> <td>Metro Manila (identified hotel)</td> <td>Camp Gen. Emilio Aguinaldo, Quezon City</td> <td>15-Nov-19</td> <td>N/A</td> </tr> <tr> <td>6</td> <td>Metro Manila (identified hotel)</td> <td>NAIA Terminal 1, 2 and/or 3</td> <td>15-Nov-19</td> <td>N/A</td> </tr> <tr> <td>16</td> <td>Metro Manila (identified hotel)</td> <td>NAIA Terminal 1, 2 and/or 3</td> <td>15-Nov-19</td> <td>N/A</td> </tr> </tbody> </table>	No. of pax	Route	Date/Time	Other requirements		To	From		7	Metro Manila (identified hotel)	Camp Gen. Emilio Aguinaldo, Quezon City	15-Nov-19	N/A	6	Metro Manila (identified hotel)	NAIA Terminal 1, 2 and/or 3	15-Nov-19	N/A	16	Metro Manila (identified hotel)	NAIA Terminal 1, 2 and/or 3	15-Nov-19	N/A	3	4,987.50	14,962.50
No. of pax	Route	Date/Time	Other requirements																									
	To	From																										
7	Metro Manila (identified hotel)	Camp Gen. Emilio Aguinaldo, Quezon City	15-Nov-19	N/A																								
6	Metro Manila (identified hotel)	NAIA Terminal 1, 2 and/or 3	15-Nov-19	N/A																								
16	Metro Manila (identified hotel)	NAIA Terminal 1, 2 and/or 3	15-Nov-19	N/A																								
		No. of vehicle required: 4 unit/s																										
		B) Pick-up and return trip																										
	van	<table border="1"> <thead> <tr> <th>No. of pax</th> <th>Route</th> <th>Date/Time</th> <th>Other requirements</th> </tr> <tr> <td></td> <td>To</td> <td>From</td> <td></td> </tr> </thead> <tbody> <tr> <td>7</td> <td>Metro Manila (identified hotel)</td> <td>Camp Gen. Emilio Aguinaldo, Quezon City</td> <td>15-Nov-19</td> <td>N/A</td> </tr> <tr> <td>6</td> <td>Metro Manila (identified hotel)</td> <td>NAIA Terminal 1, 2 and/or 3</td> <td>15-Nov-19</td> <td>N/A</td> </tr> <tr> <td>16</td> <td>Metro Manila (identified hotel)</td> <td>NAIA Terminal 1, 2 and/or 3</td> <td>15-Nov-19</td> <td>N/A</td> </tr> </tbody> </table>	No. of pax	Route	Date/Time	Other requirements		To	From		7	Metro Manila (identified hotel)	Camp Gen. Emilio Aguinaldo, Quezon City	15-Nov-19	N/A	6	Metro Manila (identified hotel)	NAIA Terminal 1, 2 and/or 3	15-Nov-19	N/A	16	Metro Manila (identified hotel)	NAIA Terminal 1, 2 and/or 3	15-Nov-19	N/A	2	4,987.50	9,975
No. of pax	Route	Date/Time	Other requirements																									
	To	From																										
7	Metro Manila (identified hotel)	Camp Gen. Emilio Aguinaldo, Quezon City	15-Nov-19	N/A																								
6	Metro Manila (identified hotel)	NAIA Terminal 1, 2 and/or 3	15-Nov-19	N/A																								
16	Metro Manila (identified hotel)	NAIA Terminal 1, 2 and/or 3	15-Nov-19	N/A																								
		No. of vehicle required: 4 unit/s																										
		Service provider must: • Conduct routine vehicle check-up prior to usage (BLOWBAG) • Pay for toll fees as may be necessary • Provide for fuel, oil and lubricants for the vehicle/s • Provide for professional 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: Must accept SEND BILL policy as payment for service. *** nothing follows ***																										
				TOTAL COST	₱39,900.00																							

(Total Amount in Words): THIRTY NINE THOUSAND NINE 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
Date: NOV. 8, 2019

Very truly yours,

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

Funds Available:	LALAIN NECESARIO BARROGA Chief, Accounting Section	OBR No. : Amount :	02-101101-2019-11-0897 39,900.00
------------------	---	-----------------------	-------------------------------------