



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-19-159
Address	1147 Batangas St. Makati City	Date	2019.09.05
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:	Within Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	08 to 14 September
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		Provision of Transportation for the Conduct of FY-2020 OCD APB Validation Workshop			
		General Requirements: • Pick-up Point: NAIA / Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City • Drop-off Point: Hotel in Quezon City • No. of Participants: 68 pax Requirement for the Vehicle: • Type of Vehicle: Van • Must be at least 2014 model • Must accommodate at least minimum of 12 pax/vehicle/trip • AC of the vehicle must be fully functional/operational Pick-up Point: NAIA Terminal Drop-off Point: Hotel in Quezon City Date: '08 September 2019 Date: '08 September 2019 No. of Vehicles: 1	2		
	van	Pick-up Point: OCD CGEA Drop-off Point: Hotel in Quezon City Date: '08 September 2019 Date: '08 September 2019 No. of Vehicles: 1			
	van	Pick-up Point: Hotel in Q.C. Drop-off Point: NAIA Terminal Date: '14 September 2019 Date: '14 September 2019 No. of Vehicles: 1	2		19,200.00
	van	Pick-up Point: Hotel in Q.C. Drop-off Point: OCD CGEA Date: '14 September 2019 Date: '14 September 2019 No. of Vehicles: 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		P19,200.00

(Total Amount in Words): NINETEEN THOUSAND TWO 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: SEP - 5, 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. : 01-10107-1019-09-0651
 Amount : Php 19,200.00