

**PURCHASE ORDER**

Department of Social Welfare and Development  
Cordillera Administrative Office

|                                                                                                                                                                                                                                            |             |                                                                                                                                                     |                       |                            |                   |                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|-------------------|----------------------|--|
| <b>Supplier</b>                                                                                                                                                                                                                            |             | <b>LIGHT BEARER TRANSPORT MULTIPURPOSE COOPERATIVE</b>                                                                                              |                       | <b>Purchase Order No.</b>  |                   | <b>2025-05-259</b>   |  |
| <b>Address</b>                                                                                                                                                                                                                             |             | <b>#50 Mines View, Baguio City</b>                                                                                                                  |                       | <b>Date</b>                |                   | <b>08-May-25</b>     |  |
|                                                                                                                                                                                                                                            |             |                                                                                                                                                     |                       | <b>Mode of Procurement</b> |                   | <b>SVP</b>           |  |
| Gentlemen:                                                                                                                                                                                                                                 |             |                                                                                                                                                     |                       |                            |                   |                      |  |
| Please furnish this office the following articles subject to the terms and conditions herein.                                                                                                                                              |             |                                                                                                                                                     |                       |                            |                   |                      |  |
| <b>Place of Delivery</b>                                                                                                                                                                                                                   |             | AS INDICATED                                                                                                                                        |                       | <b>Delivery Term:</b>      |                   | Per Schedule         |  |
| <b>Date of Delivery</b>                                                                                                                                                                                                                    |             | AS INDICATED                                                                                                                                        |                       | <b>Payment Term:</b>       |                   | Charge               |  |
| <b>ITEM NO.</b>                                                                                                                                                                                                                            | <b>Unit</b> | <b>Description</b>                                                                                                                                  | <b>No. of Vehicle</b> | <b>Days</b>                | <b>Unit Cost</b>  | <b>Total Cost</b>    |  |
|                                                                                                                                                                                                                                            |             | <b>Outsourcing of Transportation Services for the Learning and Development Intervention for First Level Personnel -2nd Posting</b>                  |                       |                            |                   |                      |  |
| 1                                                                                                                                                                                                                                          |             | From Baguio City to Region 1<br>-Tentative Date: June 2,2025<br>-Required Vehicle: VAN<br>-Sitting Capacity: At least 11-12 seater<br>-Pax: 54 pax  | 5                     | 1                          | 5,500.00          | 27,500.00            |  |
| 2                                                                                                                                                                                                                                          |             | From Region 1 to Baguio City<br>-Tentative Date: June 5, 2025<br>-Required Vehicle: VAN<br>-Sitting Capacity: At least 11-12 seater<br>-Pax: 54 pax | 5                     | 1                          | 5,500.00          | 27,500.00            |  |
| <b>OTHER REQUIREMENTS</b>                                                                                                                                                                                                                  |             |                                                                                                                                                     |                       |                            | <b>COMPLIANCE</b> |                      |  |
|                                                                                                                                                                                                                                            |             |                                                                                                                                                     |                       |                            | <b>CAN COMPLY</b> | <b>CANNOT COMPLY</b> |  |
| Preferably vehicle year model must be at least 2017 and up                                                                                                                                                                                 |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Fully air conditioned/ordinary                                                                                                                                                                                                             |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Attach up to date OR, CR, Driver's License, Certificate of Public Convenience or Provisional Authority for 5 vehicles                                                                                                                      |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Fuel, food and lodging of the drivers will be handled by the service provider                                                                                                                                                              |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Schedule of travel and destination can be moved/changed and shall be coordinated with the supplier 1 or 2 days before the travel date at any given time during emergencies/disaster wherein immediate need of the vehicle will be observed |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Drivers should be well familiar with road terms                                                                                                                                                                                            |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Service Vehicles must be regularly sanitized/ disinfected before and after each travel with ready available alcohol or sanitizer.                                                                                                          |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Service provider must ensure to provide vehicle that is in good condition and fully equipped with basic tools, spare tires and fire extinguisher.                                                                                          |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| With permit to travel to any point of Luzon                                                                                                                                                                                                |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Availability of First Aid Kit with the necessary medical paraphernalia and accessories for each vehicle                                                                                                                                    |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Charges will be based on the actual days of travel                                                                                                                                                                                         |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| One day is equivalent to 24 hours                                                                                                                                                                                                          |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Place of travel is not limited to only one destination for 1 day                                                                                                                                                                           |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.                                                                                     |             |                                                                                                                                                     |                       |                            | /                 |                      |  |
| <b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>                                                                                                                                                                              |             |                                                                                                                                                     |                       |                            |                   |                      |  |
|                                                                                                                                                                                                                                            |             |                                                                                                                                                     |                       |                            | <b>TOTAL</b>      | <b>55,000.00</b>     |  |
| <b>(Amount in words)</b>                                                                                                                                                                                                                   |             | <b>Fifty-Five Thousand Pesos Only</b>                                                                                                               |                       |                            |                   |                      |  |

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

  
JOSEPH T. MAZON  
(Signature over Printed Name)  
LIGHT BEARER TRANSPORT  
MULTIPURPOSE COOPERATIVE  
Bank Account Name  
4319792000000  
TIN Number \*please tick tax type  
☐ vat  
☒ non-vat

5/21/2025  
Date  
074 619 2984  
Bank Account Number  
12-10-2012  
Date of BIR Registration

  
MARIA A. CATBAGAN-APLATEN, PhD  
Signature over Printed Name of Authorized Official  
Director IV, Regional Director  
Commission on Audit  
**RECEIVED**  
21 MAY 2025  
Date: Time:

Fund Cluster: 01 YDA CHILDREN  
Funds Available: 11,000.00

WILBOURN B. BACOLONG J  
ACCOUNTANT III

ORS/ BURS No. : 02-10101-2025-25-0417  
Date of the ORS/ BURS: MAY 08 2025

Amount: 55,000.00

Procurement Section  
20 MAY 2025  
Date: Time: 10:35