

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier	SAGADIAN TOURIST TRANSPORT COOPERATIVE	Purchase Order No.	2020-10-427
Address	37 LOWER TACAY RD., ZARATE VILL., GUIAD, BAGUIO CITY	Date	10/5/2020
		Mode of Procurement	SVP

Gentlemen:


Please furnish this office the following articles subject to the terms and conditions herein.

Place of Delivery		Within Baguio City and Benguet		Delivery Term:	Complete
Date of Delivery		AS SCHEDULED		Payment Term:	Charge
Stock/ Property	Unit	Description	QTY	Unit Cost	Total Cost
		HIRE OF VEHICLE FOR THE IMPLEMENTATION OF THE EMERGENCY SUBSIDY PROGRAM- SAP IN BAGUIO CITY AND BENGUET			
	days	SUV / VAN Rental can accommodate 5 passengers including driver (in consideration of social distancing for SUV) and 7 passengers including the drive (for van) Places of travel: 13 Municipalities of Benguet and Baguio City Dates of Delivery of Services is on: October 2020 onwards	88	3,450.00	303,600.00
OTHER REQUIREMENTS			COMPLIANCE		
		a. Preferably Vehicle year model must be at least 2017 and up	✓		
		b. Fully Air Conditioned	✓		
		c. Attach up to date OR, CR, and Driver's License	✓		
		d. Fuel, food and lodging of the drivers will be handled by the service provider	✓		
		e. 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	✓		
		f. Attach Certificate of Public Convenience for 2 vehicles	✓		
		g. Drivers should be well familiar with road terms	✓		
		h. All drivers scheduled to travel should be subjected to a Swab Test within fourteen (14 days) before travel and drug test. The swab test result or medical certificate, drug test result and all the necessary travel pass should be submitted before the scheduled travel. The service provider shall shoulder the cost of swab test and other travel documents.	✓		
		i. Service Vehicles must be regularly sanitized/ disinfected before and after each travel with ready available alcohol or sanitizer. Should maintain physical distancing and ensure that the driver and passengers wear face masks throughout the travel	✓		
		j. Service provider must ensure to provide vehicle that is in good condition and fully equipped with basic tools, spare tires and fire extinguisher.	✓		
		k. Can provide at least 2 vehicles during travels	✓		
		l. With permit to travel to any point of Luzon	✓		
		m. Transparent protective shield be installed at the driver's side	✓		
		n. Availability of First Aid Kit with the necessary medical paraphernalia and accessories for each vehicle	✓		
		o. Charges will be based on the actual days of travel	✓		
		p. One day is equivalent to 24 hours	✓		
		q. Place of travel is not limited to only one destination for 1 day	✓		
		r. Mode of payment: Payments will be processed on a monthly basis according to the accumulated travels within the month	✓		
				TOTAL	303,600.00
(Amount in words)		Three Hundred Three Thousand Six 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 percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very Truly Yours,



LEO L. QUINTILLA

Signature over Printed Name of Authorized Official
OIC Regional Director
Designation

(Signature over Printed Name)

Date

Bank Account Name

Bank Account Number

TIN Number

*please tick tax type

vat
 non-vat

Date of BIR Registration

Fund Cluster: _____

Funds Available: _____

WILBOURN B. BACOLONG
ACCOUNTANT III

ORS/ BURS No. : 02-10261-2020-10-0155

Date of the ORS/ BURS: 10/6/2020

Amount: 303,600.00