

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

Supplier		LIGHT BEARER TRANSPORT MULTIPURPOSE COOPERATIVE		Purchase Order No.		2021-09-544	
Address		MINESVIEW, BAGUIO CITY		Date		9/7/2021	
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.				Mode of Procurement		SVP	
Place of Delivery		AS INDICATED		Delivery Term:		Complete	
Date of Delivery		AS SCHEDULED		Payment Term:		Charge	
Stock/ Property	Unit	Description	QTY	Unit Cost	Total Cost		
		<b>HIRE OF VEHICLE FOR MONITORING, COORDINATION AND PROVISION OF TECHNICAL ASSISTANCE TO LGU'S AND STAKEHOLDERS ON THE IMPLEMENTATION OF THE JUVENILE JUSTICE WELFARE ACT (SHUTTLE SERVICE)</b>					
	day	PICK-UP/SUV 4x2: (At least) at least one unit in case of simultaneous travels Places of travel: within CAR Dates of Delivery of Services is on (2021): September to December 2021 See attached Itinerary of travel	28	3,285.71	91,999.88		
		<b>OTHER REQUIREMENTS</b>		<b>COMPLIANCE</b>			
	a	Preferrably Vehicle year model must be at least 2016 and up					
	b	Fully Air Conditioned					
	c	Attach up to date OR, CR, Driver's License, Certificate of Public Convenience for 1 vehicle					
	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 or at any given time during emergencies/disaster wherein immediate need of the vehicle for whatever official purpose will be observed					
	f	Drivers should be well familiar with road terms					
	g	All drivers scheduled to travel should be subjected to a RT-PCR/Antigen test within three (3 days) before travel and submit a medical certificate and travel pass and/or any documents being required by the receiving province or municipality. The service provider shall shoulder the cost of RT-PCR/Antigen test and other documents. The RT-PCR/Antigen test result or medical certificate and all the necessary travel pass should be submitted before the scheduled travel.					
	h	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					
	i	Service provider must ensure to provide vehicle that is in good condition and fully equipped with basic tools, spare tires and fire extinguisher.					
	j	Can provide at least 1 vehicle during travels					
	k	With permit to travel to any point of Luzon					
	l	Transparent protective shield be installed at the driver's side					
	m	Availability of First Aid Kit with the necessary medical paraphernalia and accessories for each vehicle					
	n	Charges will be based on the actual days of travel					
	o	One day is equivalent to 24 hours					
	p	Place of travel is not limited to only one destination for 1 day					
		Payment shall be made every after delivery of services based on the actual number of travel days					
<b>(Amount in words)</b>						<b>TOTAL</b>	<b>91,999.88</b>
						<b>Ninety One Thousand Nine Hundred Ninety Nine Pesos and Eighty Eight Centavos 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:

\_\_\_\_\_ (Signature over Printed Name) \_\_\_\_\_ Date

**ARNEL B. GARCIA, CESO II**  
Signature over Printed Name of Authorized Official  
**Regional Director**  
Designation

\_\_\_\_\_ Bank Account Name \_\_\_\_\_ Bank Account Number

TIN Number \_\_\_\_\_ \*please tick tax type  
 vat  
 non-vat  
\_\_\_\_\_ Date of BIR Registration

Fund Cluster: <u>IF- RJJWC</u>	ORS/ BURS No. : <u>02-10157-2021-09-0064</u>
Funds Available: _____	Date of the ORS/ BURS: <u>9/8/21</u>
<b>WILBOURN B. BACOLONG</b> ACCOUNTANT III	Amount: <u>91,999.88</u>