

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	SAGADIAN TOURIST TRANSPORT COOPERATIVE	<b>Purchase Order No.</b>	2021-10-630
<b>Address</b>	37 LOWER TACAY RD., ZARATE VILL., GUI SAD, BAGUIO CITY	<b>Date</b>	10/5/2021
		<b>Mode of Procurement</b>	SVP

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>	Complete
<b>Date of Delivery</b>		AS SCHEDULED		<b>Payment Term:</b>	Charge
Stock/ Property	Unit	Description	QTY	Unit Cost	Total Cost
		<b>HIRE OF VEHICLE FOR THE REGIONAL ADVISORY COUNCIL MEETING AND FIELD VISIT</b>			
	unit	VEHICLE SPECIFICATIONS: Three (3) Van (max of 7 passengers to consider physical distancing)  Baguio City (Origin Point) to Asipulo Ifugao  The proposed field visit will be conducted on November 16, 2021 to November 19, 2021:  Arrival: November 16, 2021 (Asipulo, Ifugao) Core Days: November 17-18, 2021 (Asipulo, Ifugao) Departure: November 19, 2021	3	18,200.00	54,600.00
<b>OTHER REQUIREMENTS</b>				<b>COMPLIANCE</b>	
	a	Attach up to date OR, CR, Driver's License, Certificate of Public Convenience for the 3 vehicles		✓	
	b	Fuel, food and lodging of the drivers will be handled by the service provider		✓	
	c	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.		✓	
	d	Drivers should be well familiar with road terms		✓	
	e	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.		✓	
	f	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		✓	
	g	Service provider must ensure to provide vehicle that is in good condition and fully equipped with basic tools, spare tires and fire extinguisher.		✓	
	h	With permit to travel to any point of Luzon		✓	
	i	Transparent protective shield be installed at the driver's side		✓	
	j	Availability of First Aid Kit with the necessary medical paraphernalia and accessories for each vehicle		✓	
	k	Charges will be based on the actual days of travel		✓	
	l	One day is equivalent to 24 hours		✓	
	m	Place of travel is not limited to only one destination for 1 day		✓	
<b>TOTAL AS CALCULATED PHP 54,600.00</b>					
<b>TOTAL AWARDED AS READ</b>					<b>54,000.00</b>
<b>(Amount in words)</b>		<b>Fifty Four 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:

( Signature over Printed Name )	Date
Bank Account Name	Bank Account Number
TIN Number	Date of BIR Registration

\*please tick tax type  
 vat  
 non-vat

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

Fund Cluster: <u>CMF CURRENT</u>	ORS/ BURS No. : <u>02-10101-2021-10-08293</u>
Funds Available: _____	Date of the ORS/ BURS: <u>OCT. 9, 2021</u>
<b>WILBOURN B. BACOLONG</b> ACCOUNTANT III	Amount: <u>54,000.00</u>