



OFFICE OF CIVIL DEFENSE		Document Code	QF-IPD-01
Quality Form		Revision No.	0
Purchase Order		Effectivity Date	2019.08.16
		Page No.	1 of 1

Supplier	MFA Car Rental Services	P.O. No.	CMS-PO-0421-100
Address	Blk 1 Lot 18 Veraville Alegria Paraiso, Dr. Veraville Talon IV, Las Piñas City	Date	31 MAR 2021
E-mail Address	merfatienza@gmail.com	Mode of Procurement	Emergency Procurement
		TIN	

Gentlemen:
Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service:	Location Stipulated Below	Delivery Term:	1 April to 30 June 2021 (61 Working Days)
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT														
1	Van	<p>Provision of Shuttle Service for the 2nd qtr of CY 2021 for OCD Skeletal Workforce</p> <p>Schedule: 61 working days Pick up time: 5:00 AM to 7:00 AM Send off time: 5:00 PM to 9:00PM</p> <p>Requirements for Vehicle: *Type of Vehicle: Passenger Van *Must be at least 2014 model *Capacity: at least 12-seater *AC of the vehicle must be fully functional/operational *The daily use of vehicle is inclusive of ten (10) continuous Chauffeur-driven service which includes any standby time *Vehicle/s utilization shall not be limited to pick-up/ send-off of passengers</p> <p>Transportation arrangements:</p> <table border="1"> <thead> <tr> <th>No of Vehicle</th> <th>Pick-up Point</th> <th>Time</th> <th>Inclusive Date</th> <th>Drop Off Point</th> </tr> </thead> <tbody> <tr> <td rowspan="2">15 Units</td> <td>TBD</td> <td>5:00AM to 7:00AM</td> <td>1 April to 30 June 30</td> <td>OCD</td> </tr> <tr> <td>OCD</td> <td>5:00PM to 9:00PM</td> <td>2021 (61 Working days)</td> <td>TBD</td> </tr> </tbody> </table> <p>Shuttle Route (with designated pick-up and drop off point)</p> <p>Shuttle No. 1: CGEA – Batasan Rd., San Mateo – Marikina and vice versa Shuttle No. 2: CGEA – Tala, Caloocan – SJDM, Bulacan and vice versa Shuttle No. 3: CGEA – Caloocan – Balintawak and vice versa Shuttle No. 4: CGEA – North Caloocan – Novaliches – Fairview and vice versa Shuttle No. 5: CGEA – Marcos Highway- COGEO- Olalia Road – Antipolo-Rizal and vice versa Shuttle No. 6: CGEA – Pasig – Binangonan – Taytay – Cardona and vice versa Shuttle No. 7: CGEA – Tabang Exit – Valenzuela and vice versa Shuttle No. 8: CGEA – Malabon – Navotas and vice versa Shuttle No. 9: CGEA – R. Magsaysay Blvd. – Sta. Mesa – Pureza – Legarda – Sta. Cruz – Quezon Ave and vice versa Shuttle No. 10: CGEA – Pasig- Taguig- Kalayaan Avenue- Guadalupe- Boni, Mandaluyong – Shaw Blvd., - Kalentong – San Juan-Crame and vice versa Shuttle No. 11: CGEA – Las Piñas via Aguinaldo Highway – Zapote road – Bacoor –Imus- Dasmariñas Cavite and vice versa Shuttle No. 12: CGEA – Parañaque-Pasay-Magallanes-Bicutan and vice versa Shuttle No. 13: CGEA – San Juan – Quezon City Area and vice versa Shuttle No. 14: CGEA – North Fairview – Quezon City and vice versa Shuttle No. 15: CGEA – Bago Bantay – Visayas Ave., -Kalayaan-Cubao and vice versa</p> <p>Service provider must:</p> <ul style="list-style-type: none"> *Must ensure that passengers observed physical distancing and minimum health protocol at all times. (Maximum of seven passengers excluding driver per van) *Service provider must have an LTRFB Certificate (Contract of Lease and/or Certificate of Public Convenience) *Service provider must ensure that the shuttle drivers practice routine cleaning and disinfection required based on level of use of the vehicle. *Shuttle driver will be subject to undergo swab test every month or as deemed necessary *With reclining individual seats with head rest *Conduct routine vehicle check-up prior to usage (BLOWBAG) *Pay for toll and parking fees as may be necessary *Provide fuel, oil and lubricants for the vehicle/s *Provide professional and courteous driver/s for the vehicle/s *Cover all expenses for Emergency repairs/check-up during the period covered <p>Terms and Conditions:</p> <ul style="list-style-type: none"> - Mode of Payment: Send Bill Arrangement / Progress Billing based on the actual number of working days rendered - Fund Source: Continuing Appropriation for CY 2020 	No of Vehicle	Pick-up Point	Time	Inclusive Date	Drop Off Point	15 Units	TBD	5:00AM to 7:00AM	1 April to 30 June 30	OCD	OCD	5:00PM to 9:00PM	2021 (61 Working days)	TBD	15 Vans per day x 61 Days	4,100.00	3,751,500.00
No of Vehicle	Pick-up Point	Time	Inclusive Date	Drop Off Point															
15 Units	TBD	5:00AM to 7:00AM	1 April to 30 June 30	OCD															
	OCD	5:00PM to 9:00PM	2021 (61 Working days)	TBD															
NOTHING FOLLOWS				TOTAL COST	P3,751,500.00														

(Total Amount in Words): THREE MILLION SEVEN HUNDRED FIFTY ONE THOUSAND FIVE 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:	 MERITO F. ADENZA Signature over printed name of Supplier MAR 31 2021 Date	Very truly yours, USEC RICARDO B. JALAD Administrator
Funds Available:	 LALAN NECASARIO BARROGA Chief, Accounting Section	OBR No. 02-102101-0011-03-0021 Amount 3,751,500.00

