



OFFICE OF CIVIL DEFENSE
Quality Form

Purchase Order

Document Code: **QF-IPD-01**
Revision No.: **0**
Effectivity Date: **2019.08.16**
Page No.: **1 of 1**

Supplier: **MFA Car Rental Services**
Address: **Blk 1 Lot 18 Veraville Alegria Paraiso, Dr. Veraville Talon IV, Las Piñas City**
E-mail Address: **merfatienza@gmail.com**

P.O. No.: **CMS-PO-1021-266**
Date: **OCTOBER 28 2021**
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: **01 to 30 November 2021 (30 days)**
Payment Term: **Send Bill Policy**

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT																													
1	Van	Provision of Transportation Services for BFP Personnel Deployed at COVID-19 Facility in Filinvest Tent Alabang (01 to 30 November 2021) VEHICLE REQUIREMENT: <ul style="list-style-type: none"> Type of Vehicle: Passenger Van No. of Vehicles Required: Two (2) units Service Period: 01 to 30 November 2021 (30 days) Model: At least 2013 Capacity: Maximum Seven (7) passengers to comply with social distancing protocols Airconditioning must be full functional Chauffeur must wear polo barong at all times Vehicles shall be on standby at the place of engagement for any services besides the routine pick-up and send-off SERVICE REQUIREMENT: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">No. of Pax (Maximum)</th> <th style="width: 15%;">Pick-up Point</th> <th style="width: 15%;">Time</th> <th style="width: 15%;">Drop-Off Point</th> <th style="width: 15%;">No. of Vehicles</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">14</td> <td rowspan="3" style="text-align: center;">DH</td> <td style="text-align: center;">4:30 AM</td> <td rowspan="3" style="text-align: center;">FTA</td> <td rowspan="3" style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">7:00 AM</td> </tr> <tr> <td style="text-align: center;">4:00 PM</td> </tr> <tr> <td rowspan="3" style="text-align: center;">14</td> <td rowspan="3" style="text-align: center;">FTA</td> <td style="text-align: center;">6:30 AM</td> <td rowspan="3" style="text-align: center;">DH</td> <td rowspan="3" style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">4:30 PM</td> </tr> <tr> <td style="text-align: center;">7:00 PM</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">FTA</td> <td style="text-align: center;">To be scheduled</td> <td style="text-align: center;">OCD and Vice Versa</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">FTA</td> <td style="text-align: center;">To be scheduled</td> <td style="text-align: center;">BFP and Vice Versa</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <small>DH - Designated Hotel within Parañaque FTA - Filinvest Tent Alabang OCD - Office of Civil Defense, Quezon City BFP - Bureau of Fire Protection Headquarters, Quezon City</small> OTHER REQUIREMENTS: Service Provider must: <ul style="list-style-type: none"> Conduct routine Check-up prior to usage. Pay for toll and parking fees as may be necessary. Provide for fuel, oil and lubricants for the vehicles. Provide for professional driver for the vehicles. Provide for food or accommodation of drivers as necessary. Cover all expenses for emergency repairs or check-up during service period. Replace vehicle within one hour in case of breakdown. Terms of Payment: Send Bill Policy Quoted price must include all government taxes, duties and services for the packing, hauling and delivery of the items. 	No. of Pax (Maximum)	Pick-up Point	Time	Drop-Off Point	No. of Vehicles	14	DH	4:30 AM	FTA	2	7:00 AM	4:00 PM	14	FTA	6:30 AM	DH	2	4:30 PM	7:00 PM	7	FTA	To be scheduled	OCD and Vice Versa	1	7	FTA	To be scheduled	BFP and Vice Versa	1	2 Vans per day for 30 Days	4,000.00	240,000.00
No. of Pax (Maximum)	Pick-up Point	Time	Drop-Off Point	No. of Vehicles																														
14	DH	4:30 AM	FTA	2																														
		7:00 AM																																
		4:00 PM																																
14	FTA	6:30 AM	DH	2																														
		4:30 PM																																
		7:00 PM																																
7	FTA	To be scheduled	OCD and Vice Versa	1																														
7	FTA	To be scheduled	BFP and Vice Versa	1																														
NOTHING FOLLOWS				TOTAL COST	P240,000.00																													

(Total Amount in Words): **TWO HUNDRED FORTY THOUSAND 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
OCT. 28 2021
Date

Very truly yours,

USEC RICARDO B. JALAD
Administrator

Funds Available: **LALAIN NEGESARIO BARROGA**
Chief, Accounting Section

OBR No.: **22-10/101-2021/10-0273**
Amount: **240,000.00**