



Republic of the Philippines

**DEPARTMENT OF NATIONAL DEFENSE  
OFFICE OF CIVIL DEFENSE VII**

Labrador Bldg., N. Bacalso Ave., Sambag 1, Cebu City

Tel. Nos. (032) 410-6451, 410-6452, 253-8730

**PURCHASE ORDER**

**OFFICE OF CIVIL DEFENSE RO VII**  
**Entity Name**

Supplier: CLB Tours and Transportation Services Address: 556 Pagutlan, Yati, Liloan, Cebu TIN: 246-700-619-000	P.O. No: 2021-04-001 Date: 4/12/2021 Mode of Procurement: 53.2
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Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : OCD Regional Office 7 Date of Delivery : April 13-29, 2021 (exclusive of Sunday)-15days use	Delivery Term : _____ Payment Term :15 days from received of SOA
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Stock/ Property No.	Unit	Description	Qty	Unit Cost	Amount
	Unit	<p><b>Provision of transportation service to be used as Shuttle Service of OCD Region 7 in response to COVID-19 Operation (April 13-29, 2021)</b></p> <p><b>NOW, THIS AGREEMENT WITNESSETH as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>CLB TOURS AND TRANSPORTATION SERVICES</b> shall provide <b>OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII</b> the four-wheel vehicle for: <p><b>VEHICLE REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>• Type of Vehicle: Car</li> <li>• No. of Vehicles Required: One (1) unit</li> <li>• Model: At least 2016</li> <li>• Capacity: Five passengers plus luggage.</li> <li>• Airconditioning must be fully functional.</li> <li>• SELF-DRIVE.</li> <li>• 24/7 Rental</li> <li>• Exclusive of Sunday</li> <li>• Length of Service: April 13-29, 2021 (15 days)</li> </ul> <p><b>TERMS AND CONDITIONS:</b></p> <ul style="list-style-type: none"> <li>• End User shall provide for all expenses for parking and toll fees, and for fuel for the vehicles.</li> <li>• Service provider must conduct monthly vehicle check-up for maintenance.</li> <li>• Service provider must cover all expenses for emergency repairs/check-up during the coverage period.</li> <li>• Service provider must have a back-up unit available in emergency cases.</li> <li>• Payment Terms: Send Bill Policy. Prices must be inclusive of taxes, repair and maintenance and other charges/fees.</li> </ul> </li></ul>	1 Unit/ 15 days	2,500.00	37,500.00

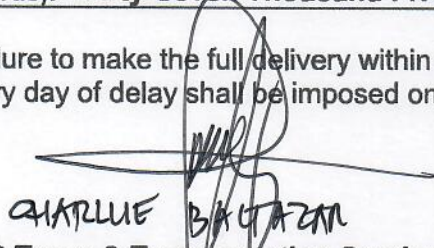
- Reservation Clause: The OCD reserves the right to terminate the contract in case the services are no longer required or for any other legal and valid reason.
- Location of Service: Within Cebu Island
- The payment due to the **CLB TOURS AND TRANSPORTATION SERVICES** shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;
- **CLB TOURS AND TRANSPORTATION SERVICES** agreed a Send Bill Policy in the payment of services.
- Both parties shall not be liable for failure to comply with this agreement due to force majeure including but not limited to labor disputes, natural disaster, or other causes beyond the control of both parties.

**(Total Amount in Words): Thirty-Seven Thousand Five Hundred Pesos Only**

**37,500.00**

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.

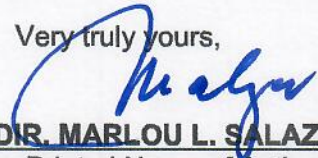
Conforme:



**CHARLIE BACATAN**  
**CLB Tours & Transportation Services**  
 Signature over Printed Name of Supplier

4/12/21  
 Date

Very truly yours,

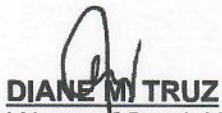


**DIR. MARLOU L. SALAZAR**  
 Signature over Printed Name of Authorized Official

Regional Director, OCD7  
 Designation

Fund Cluster : \_\_\_\_\_

Fund Available: \_\_\_\_\_



**DIANE M. TRUZ**  
 Signature over Printed Name of Special Disbursing Officer

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS : \_\_\_\_\_

Amount : \_\_\_\_\_