



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

JOB ORDER DEPARTMENT OF FOREIGN AFFAIRS MANILA					
Supplier: CIRCLE TRANSPORT CORPORATION			J.O. No. 10-001-22		
Address: No. 60 Aurora Boulevard, Cor. G. Reyes St., San Juan City			Date 19 Oct 22		
Contact nos: T: 8725-7771 E: ecmamuyac@circletransportcorp.com			Mode of Procurement Small Value		
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City			Delivery Term: ..- 8		
Date of Delivery: n/a			Payment Term: Government Terms		
Item No.	Unit	Quantity	Description	Unit Cost	Amount
OFMS					
1	lot	1	Lease of vehicle for the Teambuilding activity on 22 October 2022 4 Bus x P25,300 00/unit The service provider must be able to provide and/or perform the following: 1. The service provider must be able to provide air-conditioned buses that could accommodate 100 – 130 pax from the Department of Foreign Affairs, Roxas Boulevard, Pasay City to Caliraya Resort Club, Lumban, Laguna and vice versa. The schedule of the trip is as follows: 1.1 DFA, Pasay City to Lumban, Laguna (22 October 2022 at 6 00AM) 1.2 Lumban, Laguna to DFA, Pasay City (22 October 2022 at 5:00PM) 2. The service provider must be able to provide insurance for the passengers and include it in the quotation. 3. The service provider must be able to shoulder the following costs and include the same in the quotation: 3.1 Drivers and their meals/accommodations, 3.2 Fuel, and 3.3 Toll and parking fee, 4. The service provider must be able to submit the following documents: 4.1 Notarized Omnibus Sworn Statement, 4.2 Proof of valid PhlGEPS registration, 4.3 Copy Mayor's Permit (2022); 4.4 Copy of Income Tax Return for FY 2021, and 4.5 Travel insurance policy 5. The approved budget for the Contract (ABC) is Php. 288,000 00 6. The quotation should indicate the total price (inclusive of the applicable taxes) 7. Payment should be by "Send Bill" arrangement. 8. The service provider shall issue a sales invoice based on the actual service rendered. XXXXXXXXXXXXXXXXXXXX		P 101,200.00
(total Amount in Words) One Hundred One Thousand Two Hundred Pesos					P 101,200.00
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.					
Conforme: EDNA C. MAMUYAC (Signature over printed name) Date) _____			Very truly yours, MEDARDO G. MACARAIG Assistant Secretary, OAMSS		
Requisitioning Office/Dept: OFMS SULPICIO M. CONFIAIDO Assistant Secretary, OFMS		Funds Available: LYRIE F. FULGENCIO Chief Accountant		Amount: ₱ 101,200.00 ALOBS No.: 2022 10-007108, 21 Oct 2022	