



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**JOB ORDER**  
DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

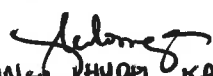
Supplier: <b>FOUR LETTERS TRAVEL &amp; TOURS</b>	J.O. No. <b>10-005-24</b>
Address: 081 Flamengco St. Panghulo, Obando, Bulacan	Date: 2-Oct-24
Contact nos: M: 0968-888-0119 / 0936-951-4130   E: fourletterstravelandtours@gmail.com	Mode of Procurement: Small Value 5.39


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

Place of Delivery: n/a	Delivery Term: n/a
Date of Delivery: n/a	Payment Term: Send bill arrangement

Item No.	Unit	Quantity	Description	Unit Cost	Amount
<b>UNIO</b>					
1	Lot	1	Lease of motor vehicles for the Organizers, Secretariat, and Speakers of the International Conference on Women, Peace, and Security on 27-31 October 2024 12 units of van •Modern and in good condition/well-maintained van or shuttle service; •The vehicle must have a seating capacity to accommodate at least (10) passengers, including luggage; •The vehicle must be clean, both interior and exterior, and free from any unpleasant odors. Regular maintenance and inspections must be evident; •The van/shuttle should be equipped with working air conditioning and comfortable seating; •With uniformed driver each van; •1 Transportation coordinator/dispatcher; •Inclusive of toll fees, fuel, parking fees, overtime, and food accommodation of the drivers; •Comprehensive vehicle and passenger insurance; •Can provide transportation services from 27 October - 31 October 2024 XXXXXXXXXXXXXXXXX Nothing Follows XXXXXXXXXXXXXXXXXXXX		P 410,000.00
<b>( total Amount in Words )</b> Four Hundred Ten Thousand Pesos					<b>P 410,000.00</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.

Conforme:   
**DOMINICA DHUVEL KATE**  
(Signature over printed name)  
  
(Date)

Very truly yours,  
  
**PATRICK JOHN U. HILADO**  
Assistant Secretary, OAMSS

Requisitioning Office/Dept:  <b>MARIA TERESA T. ALMOJUELA</b> Assistant Secretary, UNIO	Funds Available:  <b>MINDARADAT R. MAMAD</b> Department Chief Accountant	Amount: <b>#410,000</b> 2024-10-007667 21 Oct 2024 ALOBS No.:
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