



# PURCHASE REQUEST

Entity Name: **Presidential Communications Operations Office**

Fund Cluster: **01**

Office/Section: **Motorpool Section**

PR No. **2020-07-0400**

Date : **July 10, 2020**

Responsibility Center Code: \_\_\_\_\_

Stock/Property	Unit	Item Description	Quantity	Est. Unit Cost	Est. Total Cost
No.		2 van rental for shuttle service of employees	2	5,500	484,000.00
		(13 seating capacity, for techspec purposes only)		(2 Van X	
		• Driver		5,500 X	
		• Gas		44 Days)	
		• Meal of Driver			
		Rates inclusive of Tax			
		Period: Two (2) months or forty-four (44) days,			
		may be subject for pre-termination by the PCOO.			
		Time: 6:00 AM to 8:00PM; Broken shift allowed			
		• Actual service in the Morning: 6:00AM-10:00AM and			
		• Actual service in the Afternoon: 4:00PM to 8:00PM			
		• Total Actual service: 8 hours per day			
		<b>Location Covered: Metro Manila</b>			
		At least 2 roundtrips in the morning from various			
		residences within Metro Manila to Malacanang;			
		and 2 roundtrips in the afternoon from Malacanang			
		to various residences in Metro Manila.			
		Mode of payment: to bill us every month			
		(after completion of monthly service)			
		<b>Additional requirements</b>			
		Regular disinfection of vehicles			
		Face-mask for drivers			
		Medical Certificate of Assigned Driver			
		Social distancing for passengers will be implemented			
		inside the vehicle			
		Ensure safety of passenger and follow traffic rules regulation			
		at all times (Responsibility of Service provider)			
		<b>PROVISION:</b>			
		The PCOO reserves the right to pre-terminate the contract			
		with the service provider anytime for whatever reason.			
		The PCOO shall notify the service provider in writing at least			
		five (05) calendar days in advance of the pre-termination date.			
		No pre-termination fee shall be charged against PCOO.			
		The PCOO shall only pay for the actual number of days served.			
		<b>PhilGEPS accredited</b>			

Purpose: for the shuttle/transportation service of PCOO skeleton workforce during the national emergency due to COVID-19 pandemic.

Signature :

Printed Name :

Designation :

Requested By:

(ORIGINAL SIGNED)

MACKY I. LLANOS

Administrative Assistant I

Approved By:

(ORIGINAL SIGNED)

EDWIN P. LAS PIÑAS

Head of Unit

Certification as to Availability of Funds (CAF)  
as of (date):

Signature

MA. ALMA A. FRANCISCO  
Chief Administrative Officer (Budget)

MA. TERESA L. UBAS  
Chief, Accounting Division