Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet

PURCHASE ORDER

Supplier:	CORDILLERA BROTHERHOOD TRANSPORT SERVICE MULTIPURPOSE COOPERATIVE	P.O No.:	2026-10-SP-358
Address:	Pico, La Trinidad, Benguet	Date:	10/27
Tin:		Mode of Procurement:	NP-SVP
		PR No.:	2026-09-SP-430

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

Place of Delivery:	***Pico, La Trinidad, Benguet***	Delivery Term:	***FOB DESTINATION***
Date of Delivery:	***October - December 2026***	Payment Term:	***within 30 days after complete delivery***

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	End User
1		lot	**Training Service Provider Package for Skills Training on Driving** Duration: September – December 2026 Location: Within Benguet Province Inclusions: Theoretical Driving Course (TDC) Practical Driving Course (PDC) Meals (3 meals/day) Lodging Medical Examination Student Permit Fees Vehicles and Fuel Target Beneficiaries 60 Participants from CAR (6 batches of 10 pax each) *(See attached Terms and Conditions)*	1	800,000.00	**800,000.00**	OPAPRU SIPAT PHASE II
			xxxxxxxxxxxxxxxxxx				
					TOTAL	**800,000.00**	
(Total Amount in Words)			**EIGHT HUNDRED THOUSAND PESOS ONLY**				

In case of failure to make the full delivery within 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:

CLIFFORD X. BATING
Signature over Printed Name of Supplier
11/3/26
Date

Very truly yours:

KENNETH ALIP LARUAN
University President

Fund Cluster: 07
Funds Available:

IMELDA B. GALINATO
Accountant IV

ORS/BURS No.: 2026-10-1388
Date of the ORS/BURS: OCT 27 2026
Amount: 800,000

TERMS AND CONDITIONS

1. OBJECTIVE

To procure an accredited Training Service Provider capable of delivering comprehensive driving skills instruction, including Theoretical Driving Course (TDC) and Practical Driving Course (PDC), lodging, medical examination, student permit acquisition, vehicles, and fuel for 60 beneficiaries from the Cordillera Administrative Region (CAR).

2. DURATION AND SCHEDULE

- **Implementation Period:** September to December 2026
- **Training Structure:** The training shall be conducted in **6 batches**, with exactly **10 participants per batch**.
- **Duration per Batch:** Each batch shall undergo a **6-day intensive program** covering both TDC and PDC requirements.

3. LOCATION AND ACCESSIBILITY

- **Training Venue:** The training venue, practical driving track/site, and lodging facility must be located **within the Province of Benguet**.

4. SCOPE OF SERVICES AND OBLIGATIONS OF THE SERVICE PROVIDER

A. Training & Curriculum Coverage

- Provision of Theoretical Driving Course (TDC) and Practical Driving Course (PDC)
- Issuance of Certificates of Completion for both TDC and PDC to all successful participants
- Provision of qualified, licensed, and accredited Driving Instructors.

B. Vehicles and Fuel

- Provision of fully operational, LTO-registered, and roadworthy training vehicles appropriate for PDC instruction.
- All fuel, oil, maintenance, and insurance costs for the training vehicles during the entire training duration shall be solely borne by the service provider.

C. Board and Lodging

- **Meals:** Provision of three (3) full meals daily for each participant (Breakfast, Lunch, and Dinner) for 6 days per batch.
  - Every meal must consist of **Rice with two (2) viands** (a combination of vegetable and meat/chicken/fish).
  - **Unlimited clean drinking water** must be available at all times at the training venue and lodging site.
- **Lodging:** Provision of safe, decent, clean, and secure accommodation for 10 participants per batch for the 6-day duration. The facility must have adequate sanitation facilities, water supply, and

PDH 2026-10-SP-358
10/27

electricity.

D. Medical & Student Permit Administrative Support

- **Medical Examination:** Processing and payment of mandatory LTO-accredited medical examinations for all 60 participants.
- **Student Permit:** Facilitation, assistance, and payment of all necessary LTO fees for the processing and issuance of Student Permits prior to practical driving lessons.

5. DELIVERABLES BY THE SERVICE PROVIDER

1. Inception Report and Detailed Training Schedule per batch.
2. Daily Attendance Sheets signed by participants and instructors.
3. Issued LTO Student Permits and Medical Examination Certificates for participants.
4. Certificates of Completion (TDC and PDC) issued to qualifying participants.
5. Terminal Activity Report including high-resolution documentation (photos), pre- and post-training evaluation summaries, and billing statements.

6. TERMS OF PAYMENT

- Payment shall be processed on a **tranche or per-batch completion basis**.
- All payments shall be subject to standard government accounting and auditing rules and regulations, as well as applicable withholding taxes.

SP - 358