Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village
Makati City

PURCHASE ORDER

Supplier:	**LINKASIA FORWARDING SOLUTIONS CORP.**		**P.O. #** **026-09-105**
Address:	2nd Floor, DSV Solutions Head Office, Ninoy Aquino Avenue, Brgy. Sto. Nino, Paranaque City		**Date:** September 29, 2026
TIN:	008-077-349-00000	Bank: LBP - Libertad Pasay	**Mode of Procurement:**
Account No.:	2211-0800-97	Email: rscastrodes@linkasiacorp.com	Small Value Procurement
Telephone:	0906 2371905 / 8822 2049		

Gentlemen:

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

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL**	**Delivery Term:** w/in four (4) weeks upon advise by Admin Division as implementing unit
Date of Delivery:	**Payment Term:** w/in thirty (30) days from Issuance of Inspection and Acceptance Report (Bank to bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	lot	**Procurement of Hauling Services for the Transfer of Office Equipment, Furniture, and Files of the Relocating Legal Divisions and Services** **Pick-Up Points:** 1. Office of the Solicitor General Building, 134 Amorsolo St., Legaspi Makati City; and 2. APMC Building, 136 Amorsolo St., Legaspi Village, Makati City. **Delivery Address:** Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City **Scope of Services:** ◊ Provision of at least **four (4) six-wheeler closed vans/trucks**, each with a driver, and **sixteen (16) assistants**, for the hauling and transfer of OSG office equipment, furniture, and files. ◊ Loading, hauling, unloading, and delivery of the items listed in the **Terms of Reference (TOR)** from the designated pick-up points to the delivery address, including proper handling and protection of the items during the entire hauling process. ◊ Facilitation and coordination of the delivery and transfer of all items in accordance with the schedule and requirements specified in the TOR. ◊ Secure and arrange **cargo insurance**, including payment of the applicable premium, covering all OSG office equipment, furniture, and files listed in the TOR during loading, transit, unloading, and delivery. ◊ Provide all necessary **hauling equipment, tools, and materials** required for the safe handling and transport of the items, such as dollies, straps, protective covers, blankets, and other appropriate materials, as may be necessary. ◊ Secure all necessary **permits, clearances, and authorizations** from relevant government agencies, building administrators, security offices, and/or private entities prior to and during the conduct of the hauling services, as applicable. ◊ Coordinate with the concerned OSG personnel and building administrators regarding **loading/unloading schedules, building access, loading bays, elevators, parking, and other building requirements.** ◊ Ensure that all vehicles to be used are **roadworthy, clean, properly maintained, enclosed/covered, and suitable for the safe transport of office equipment, furniture, and files.**	1	Php 620,000.00	Php 620,000.00

		◊ The supplier shall be responsible for any **loss of or damage** to the items attributable to improper handling, loading, transportation, or unloading by the supplier and its personnel, subject to the applicable terms and conditions of the procurement. *The following documents shall be deemed to form and construed as part of this contract:* *> Request for Quotation (RFQ) No. 026-09-067;* *> Supplier's Quotation;* *> Statement of Compliance;* *> Terms of Reference (TOR); and* *> Other documents that may be required by law*			
Total Amount in Words:		**Six Hundred Twenty Thousand Pesos Only**			**Php 620,000.00**

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.

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme: ROYCE JOSEPH S. CASTRO
(Signature over printed name)
OCT 5 2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available: **ARIEL J. UBIÑA** Chief Accountant	ALOBS: 02-102101-2026-10-650 Amount: ₱ 620,000.00
	This is to certify that this procurement was posted at Philgeps in compliance with RA 12009 **CHRISTIAN D. BUAT** ADAS I