

DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO ST., BRGY. SAN MIGUEL, MANILA
 657-3300 LOC. 3115

AGENCY ACCT. CODE E007
 AGENCY CONTROL No. 2019-004

AGENCY PROCUREMENT REQUEST

PS APR No.

6/28/2019
 (Date Prepared)

To: PROCUREMENT SERVICE
 DBM Compound, RR Road
 Cristobal St., Paco, Manila

PLEASE CHECK (V) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- [] Please issue common-use supplies/materials per Price List No. _____ dated _____
 Mode of delivery: [] Pick-up (Fast Lane) [] Pick-up (Schedule) [] Delivery (door-to-door)
- In case fund is not sufficient: [] Reduce Quantity [] Bill Us [] Charge to Unutilized Deposit, APR No.: _____ Date: _____
- [] Please purchase for our agency non-common items. Attached herewith:
 [] Complete Specifications [] Obligation Request (ObR) [] Others, pls. specify _____
- [] Certificate of Budget Allocation (CBA) [] Payment

This form shall be prepared for requisitions of **Common-Use goods** from the **PS Depots & Sub-Depots**; and for orders of **Consumables & Non-Common Use Supplies** from the PS Main.

For PS Main-Common Use Supplies, please use Form 001 R or Form 001 B

ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	INSECTICIDE, aerosol type, net content: 600ml min	179	pc	139.36	24,945.44
2	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	689	pc	43.79 44.00	30,171.31 30,316.00
3	STAMP PAD INK, purple or violet	21	pc	30.80 26.26	646.80 551.46
4	ACETATE, thickness: 0.075mm min (gauge #3)	2	roll	847.80 726.84	1,695.60 1,453.68
5	CARTOLINA, assorted colors	30	pack	83.72	2,511.60
6	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	4	box	906.36 765.44	3,625.44 3,061.76
7	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	14	box	884.00 596.80	12,376.00 8,355.20
8	LOOSELEAF COVER, made of chipboard, for legal	4	bundle	794.52 670.70	3,178.08 2,682.80
9	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	466	pad	37.06 32.22	17,269.96 15,014.52
10	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	410	pad	59.24 56.06	24,304.80 22,984.60
11	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	438	pad	47.73 41.50	20,915.74 18,177.00
12	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	214	piece	12.73 12.04	2,774.22 2,576.56
13	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	1443	ream	172.31 179.30	248,643.33 258,729.90
14	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	199	ream	193.84 196.54	39,574.16 39,111.46
15	PAPER, Multi-Purpose (COPY) A4, 70 gsm	1717	ream	128.44 155.65	220,531.46 267,251.05
16	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	275	ream	169.46 175.56	46,585.70 48,279.00
17	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	39	pad	29.12	1,135.68
18	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	14	ream	101.92	1,426.88
19	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	6	roll	48.78	292.68
20	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	76	book	70.72	5,374.72
21	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	98	book	101.92	9,988.16
22	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	551	pack	85.80 67.60	47,275.80 37,247.60
23	BATTERY, dry cell, AA, 2 pieces per blister pack	210	pack	36.30 19.50	7,623.00 4,095.00
24	BATTERY, dry cell, AAA, 2 pieces per blister pack	165	pack	19.71 19.73	3,252.15 3,255.45
25	BATTERY, dry cell, D, 1.5 volts, alkaline	4	pack	96.20	384.80
26	GLUE, all purpose, gross weight: 200 grams min	112	jar	62.10 49.40	6,955.20 5,532.80
27	ELECTRIC FAN, STAND type, plastic blade	1	unit	956.86 1,006.39	956.86 1,006.39
28	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8) (LED)	1	piece	205.82 39.39	205.82 39.39
29	Ligh Bulb, LED, 7 watts 1 pc in individual box	2	piece	81.43 82.16	162.86 164.32
30	MARKER, PERMANENT, bullet type, red	205	piece	8.98	1,840.90
				TOTAL AMOUNT	817,786.8

ORS# 02/01/2019-07-001355 07/05/2019

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

785,464.51

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

FUNDS CERTIFIED AVAILABLE:

APPROVED:



Joyce D. Labao
 JOYCE D. LABAO
 AGENCY PROPERTY/SUPPLY OFFICER

Jeffrey M. Galarpe
 JEFFREY M. GALARPE
 AGENCY CHIEF ACCOUNTANT

Thea Marie Corinne F. Palarca
 THEA MARIE CORINNE F. PALARCA
 AGENCY HEAD/AUTHORIZED SIGNATURE

[] FUNDS DEPOSITED WITH PS [] CHECK No. _____ (P _____) ENCLOSED
 IN THE AMOUNT OF: _____

* unit price as of 07/02/19

DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO ST., BRGY. SAN MIGUEL, MANILA
 657-3300 LOC. 3115

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ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	DETERGENT POWDER, all purpose, 1kg	639	pack	37.43	23,917.77
32	STAPLE WIRE, for heavy duty staplers, (23/13)	33	box	19.76	652.08
33	STAPLE WIRE, STANDARD, (26/6)	363	box	22.55 20.05	8,185.65 7,278.15
34	TAPE, ELECTRICAL, 18mm x 16M min	45	roll	18.20 18.67	819 - 840.15
35	TAPE, MASKING, width: 24mm (±1mm)	136	roll	55.12 54.60	7,496.32 7,425.60
36	TAPE, MASKING, width: 48mm (±1mm)	104	roll	106.60	11,086.40
37	TAPE, PACKAGING, width: 48mm (±1mm)	127	roll	18.20	2,311.40
38	TAPE, TRANSPARENT, width: 24mm (±1mm)	468	roll	10.09 9.10	4,722.12 4,258.80
39	TAPE, TRANSPARENT, width: 48mm (±1mm)	152	roll	19.97 18.20	3,025.44 2,766.40
40	TWINE, plastic, one (1) kilo per roll	26	roll	54.08 58.24	1,406.08 1,514.24
41	RULER, plastic, 450mm (18"), width: 38mm min	42	piece	17.68 15.48	742.56 650.16
42	AIR FRESHENER, aerosol, 280ml/150g min	253	can	86.06	21,773.18
43	BROOM, soft (tambo)	32	piece	136.24 130.00	4,359.68 4,160.00
44	BROOM, STICK (TING-TING), usable length: 760mm min	11	piece	18.20 30.58	200.20 336.38
45	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	142	bottle	41.60	5,907.20
46	CLEANSER, SCOURING POWDER, 350g min./can	28	can	23.92	669.76
47	DETERGENT BAR, 140 grams as packed	29	bar	9.05 9.14	261.87 265.06
48	DISINFECTANT SPRAY, aerosol type, 400-550 grams	170	can	122.98	20,906.60
49	DUST PAN, non-rigid plastic, w/ detachable handle	13	piece	24.83	322.79
50	FURNITURE CLEANER, aerosol type, 300ml min per can	672	can	115.53 87.36	77,636.16 58,705.92
51	MOP BUCKET, heavy duty, hard plastic	3	unit	2,288 1,911.00	6,864 - 5,733.00
52	MOPHANDLE, heavy duty, aluminum, screw type	38	piece	145.60	5,532.80
53	MOPHEAD, made of rayon, weight: 400 grams min	79	piece	122.41	9,670.39
54	RAGS, all cotton, 32 pieces per kilogram min	334	bundle	53.82 49.69	17,975.88 16,596.46
55	SCOURING PAD, made of synthetic nylon, 140 x 220mm	42	pack	107.12	4,499.04
56	TRASHBAG, plastic, transparent	647	roll	134.68 139.88	87,137.96 90,502.36
57	WASTEBASKET, non-rigid plastic	24	piece	23.59	566.16
58	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	407	box	9.05 8.79	3,683.35 3,577.53
59	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	348	box	15.27	5,313.96
60	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	270	box	20.80 20.26	5,616 - 5,470.20
				TOTAL AMOUNT	₱ 323,209.94

36 2-J NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME 343,271.80

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM: JOYCE D. LABAO AGENCY PROPERTY/SUPPLY OFFICER	FUNDS CERTIFIED AVAILABLE: JEFFREY D. GALARPE AGENCY CHIEF ACCOUNTANT	APPROVED: THEA MARIE CORINNE F. PALARCA AGENCY HEAD/AUTHORIZED SIGNATURE
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[] FUNDS DEPOSITED WITH PS [] CHECK No. _____ (P _____) ENCLOSED
 IN THE AMOUNT OF: _____

* unit price as of 6/28/19

DEPARTMENT OF BUDGET AND MANAGEMENT
 AGENCY GENERAL SOLANO ST., BRGY. SAN MIGUEL, MANILA
 657-3300 LOC. 3115

AGENCY ACCT. CODE E007
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AGENCY PROCUREMENT REQUEST

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To: PROCUREMENT SERVICE
 DBM Compound, RR Road
 Cristobal St., Paco, Manila

6/28/2019
 (Date Prepared)

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ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	204	box	47.84	9,759.36
62	CORRECTION TAPE, film base type, UL 6m min	492	piece	14.02	6,897.84
63	DATA FILE BOX, made of chipboard, with closed ends	247	piece	77.20	19,068.40
64	DATA FOLDER, made of chipboard, taglia lock	690	piece	68.64	47,361.60
65	ENVELOPE, DOCUMENTARY, for A4 size document	54	box	673.09	36,746.86
66	ENVELOPE, DOCUMENTARY, for legal size document	15	box	408.14	22,039.56
67	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	26	box	927.16	13,907.40
68	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	88	piece	518.08	7,771.20
69	ENVELOPE, MAILING, white, 80gsm (-5%)	15	box	830.84	21,462.60
70	ENVELOPE, mailing, white, with window	4	box	30.49	2,683.12
71	ERASER, FELT, for blackboard/whiteboard	17	piece	362.44	5,436.60
72	FASTENER, METAL, 70mm between prongs	158	box	414.13	4,929.60
73	FILE ORGANIZER, expanding, plastic, 12 pockets	62	piece	10.40	1,643.20
74	FILE TAB DIVIDER, bristol board, for A4	326	set	83.67	13,219.86
75	FILE TAB DIVIDER, bristol board, for legal	208	set	86.04	5,376.64
76	FOLDER, FANCY, for A4 size documents	21	bundle	11.13	3,628.38
77	FOLDER, FANCY, for legal size documents	30	bundle	14.23	2,959.84
78	FOLDER, L-TYPE, PLASTIC, for A4 size documents	89	pack	270.40	6,114.99
79	FOLDER, L-TYPE, PLASTIC, for legal size documents	72	pack	311.89	9,765.30
80	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	42	box	187.08	16,650.12
81	FOLDER, TAGBOARD, for A4 size documents	36	pack	243.24	17,513.28
82	FOLDER, TAGBOARD, for legal size documents	44	pack	954.72	40,098.24
83	INDEX TAB, self-adhesive, transparent	279	box	247.52	8,910.72
84	MAGAZINE FILE BOX, LARGE size, made of chipboard	61	piece	321.36	14,139.84
85	MARKER, FLUORESCENT, 3 assorted colors per set	286	set	53.14	14,474.52
86	MARKER, whiteboard, black, felt tip, bullet type	133	piece	66.50	14,474.52
87	MARKER, whiteboard, blue, felt tip, bullet type	145	piece	44.41	12,701.26
88	MARKER, whiteboard, red, felt tip, bullet type	110	piece	11.86	1,577.38
89	MARKER, PERMANENT, bullet type, black	245	piece	11.86	1,719.70
90	MARKER, PERMANENT, bullet type, blue	234	piece	11.86	1,304.60
				8.98	2,200.10
				8.98	2,101.32
			TOTAL AMOUNT		₱ 316,364.77

ORs # 0210110/2019-07-01355 07/05/19

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

FUNDS CERTIFIED AVAILABLE:

APPROVED:

Joyce D. Labao
 JOYCE D. LABAO

Jeffrey D. Migalarpe
 JEFFREY D. MIGALARPE

Thea Marie Corinne F. Palarca
 THEA MARIE CORINNE F. PALARCA



FUNDS DEPOSITED WITH PS CHECK No. _____ IN THE AMOUNT OF: _____ (P _____) ENCLOSED

* unit price as of 07/05/19

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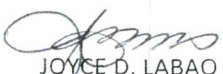


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ITEM	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
91	PAPER CLIP, vinyl/plastic coat, length: 32mm min	363	box	6.29	2,283.27
92	PAPER CLIP, vinyl/plastic coat, length: 48mm min	306	box	14.04	4,296.24
93	PENCIL, lead, w/ eraser, wood cased, hardness: HB	55	box	20.79	1,143.45
94	RING BINDER, 80 rings, plastic, 32mm x 1.12m	26	bundle	201.64	5,242.64
95	RUBBER BAND, 70mm min lay flat length (#18)	27	box	109.50	2,956.50
96	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	3	piece	34.13 29.10	102.39 87.30
97	CUTTER BLADE, for heavy duty cutter	34	piece	14.82 11.77	503.88 400.18
98	CUTTER KNIFE, for general purpose	28	piece	33.43 29.74	976.04 832.72
99	DATING AND STAMPING MACHINE, heavy duty	1	piece	443.64 453.96	443.64 453.96
100	PENCIL SHARPENER, manual, single cutter head	14	piece	193.32 202.80	2,706.48 2,839.20
101	PUNCHER, paper, heavy duty, with two hole guide	20	piece	131.96	2,639.20
102	SCISSORS, symmetrical, blade length: 65mm min	44	piece	15.60	686.40
103	STAPLER, STANDARD TYPE, load cap: 200 staples min	33	piece	155.48 82.16	5,130.84 2,711.28
104	STAPLE REMOVER, PLIER-TYPE	81	piece	24.90 23.35	2,016.90 1,891.35
105	TAPE DISPENSER, TABLE TOP, for 24mm width tape	13	piece	55.83	725.79
106	CALCULATOR, compact, 12 digits	13	unit	346.85 135.20	4,509.05 1,757.60
107	INK CART, HP C9351AA, (HP21), Black	10	cart	658.32	6,583.20
108	DRUM CART, BROTHER DR-3455	9	cart	6,947.76 6,864.00	62,524.80 61,776.00
109	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printe	43	cart	5,072.48 4,288.54	215,103.20 184,407.22
110	TONER CART, HP CE410A, (HP305), Black	2	cart	3,868.80	7,737.60
111	TONER CART, HP CE411A, (HP305), Cyan	1	cart	5,512.00	5,512.00
112	TONER CART, HP CE412A, (HP305), Yellow	1	cart	5,512.00	5,512.00
113	TONER CART, HP CE413A, (HP305), Magenta	1	cart	5,512.00	5,512.00
114	FLASH DRIVE, 16 GB capacity	90	piece	167.44 212.16	15,069.60 19,094.40
115	INK CART, HP C9352AA, (HP22), Tri-color	10	cart	745.68	7,456.80
116	TONER CART, BROTHER TN-2025, Black	1	cart	2,685.28 2,556.32	2,685.28 2,556.32
117	TONER CART, BROTHER TN-2150, Black	1	cart	2,685.28 2,615.60	2,685.28 2,615.60
118	HANDBOOK (RA 9184), 7th Edition	11	book	29.12	320.32
119	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	1	unit	6,415.64 6,270.42	6,415.64 6,270.42
120	CLEARBOOK, 20 transparent pockets, for A4 size	88	piece	39.50 39.78	3,476.00 3,500.64
				TOTAL AMOUNT	349,801.60

DRS# 02/01/01/2019-07-001355 07/05/2019

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

782,916.43

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:  JOYCE D. LABAO AGENCY PROPERTY/SUPPLY OFFICER	FUNDS CERTIFIED AVAILABLE:  JEFFREY M. GALARPE AGENCY CHIEF ACCOUNTANT	APPROVED:  THEA MARIE CORINNE F. PALARCA AGENCY HEAD/AUTHORIZED SIGNATURE
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*unit price as of 07/08/19

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121	CLEARBOOK, 20 transparent pockets, for LEGAL size	135	piece	42.38	5,721.30
122	ERASER, PLASTIC/RUBBER, for pencil draft/writing	105	piece	4.42	464.10
123	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	524	piece	34.61	18,135.64
124	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	642	piece	34.61	22,219.62
125	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	286	piece	34.61	9,898.46
126	WRAPPING PAPER, kraft, 65gsm (-5%)	16	pack	154.84	2,477.44
127	TONER CART, HP CE310A, Black	3	cart	2,360.80	7,082.40
128	TONER CART, HP CE311A, Cyan	3	cart	2,542.80	7,628.40
129	TONER CART, HP CE312A, Yellow	3	cart	2,542.80	7,628.40
130	TONER CART, HP CE313A, Magenta	3	cart	2,542.80	7,628.40
131	TONER CART, HP CF350A Black LJ	2	cart	2,901.60	5,803.20
132	TONER CART, HP CF351A Cyan LJ	2	cart	2,943.20	5,886.40
133	TONER CART, HP CF352A Yellow LJ	2	cart	2,943.20	5,886.40
134	TONER CART, HP CF353A Magenta LJ	2	cart	2,943.20	5,886.40

DEPARTMENT OF BUDGET AND MANAGEMENT
 PROCUREMENT SERVICE
PAID
 R. No. 129513 Date: 7/18/19
 Amount 1,966,864.02

ORC # 021011012019-07-00135 07/05/2019

TOTAL AMOUNT ₱ 112,346.56

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

 JOYCE D. LABAO
 AGENCY PROPERTY/SUPPLY OFFICER

FUNDS CERTIFIED AVAILABLE:

 JEFFREY D.M. GALARPE
 AGENCY CHIEF ACCOUNTANT

APPROVED:
 1,966,864.02

 THEA MARIE CORINNE F. PALARCA
 AGENCY HEAD/AUTHORIZED SIGNATURE

FUNDS DEPOSITED WITH PS CHECK No. _____ IN THE AMOUNT OF: _____ (P _____) ENCLOSED

Unit price as of 07/05/19

Name of Employee: Procurement Service
 Title of Project: 3rd Quarter Common- Use Supplies & Equipment
 Contract Cost: 1919,509.67

CHECKLIST OF DOCUMENTS

REMARKS

Checklist of documents forwarded to Finance Service for:

A. FUNDING (OBLIGATION AND CAF)

- 1. Purchase Request/ APP
- 2. Pre-Inspection Report
- 3. Obligation Request and Status
- 4. Eligibility Documents of Suppliers
- 5. Purchase Order/Contract
- 6. Request for Price Quotation
- 7. Abstract of Quotation
- 8. Notice of Award
- 9. Notice to Proceed
- 10. Distribution List
- 11. Other Documents, if any.

Jan

HP

APR & APP

Cost m Office

Received checked items:

Print Name & Signature

Date and Time

B. PROCESSING OF PAYMENT (DV)

- 1. Obligation Request and Status
- 3. Pre-Inspection Report
- 4. Inspection and Acceptance Report
- 5. Delivery Receipt
- 6. Sales Invoice/Statement of Account
- 7. Warranty/Guaranty Certificate
- 8. Purchase Request / APP
- 9. Purchase Order/Contract
- 10. Request for Price Quotation
- 11. Abstract of Quotation
- 12. Notice of Award
- 13. Notice to Proceed
- 14. Distribution List
- 15. Certificate of Acceptance from End-user
- 16. FSMI (Report of Supplies and Materials Issued)
- 17. RIS (Requisition and Issue Slip)
- 18. ICS (Inventory Custodian Slip)
- 19. PAR (Property Acknowledgement Receipt)
- 20. WMR (Waste Material Report)
- 21. Other Documents, if any.

Received checked items:

Print Name & Signature

Date and Time

C. ADDITIONAL DOCUMENTS, if any

Received checked items:

Print Name & Signature

Date and Time