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Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
TeleFax No. 7354979

**INSPECTION AND ACCEPTANCE REPORT**

Supplier : **ANSWERS GENERAL MERCHANDISE**

IAR No. : **2018-133**

Purchase No./Date : 2018-064

Date : April 03, 2018

Requisitioning Office/Dept. : BMB-C

Invoice No. : 12415

Responsibility Center Code : BMB-C

Date : 02.26.18

PROPERTY NO.	DESCRIPTION	UNIT	QUANTITY
	Heavy Duty binding machine NIBO	unit	1
	<i>Nothing follows</i>		

Department of Budget and Management  
APR 05 2018  
OFFICE OF THE DIRECTOR, AS  
BY: [Signature] CONTROL NO.

**INSPECTION**

**ACCEPTANCE**

**Date Inspected :**  
Inspected, verified and found in order as to quantity and specifications

Michael Dennis D. Chozas  
PROPERTY OFFICER  
[Signature]  
END USER  
**ELLEN MAE A. ESTIPONA**  
Procurement Management Division

**Date Received :**  
 Complete  
 Partial  
(Quantity)

[Signature] 4/3/18  
**DAVID B. MATEO**  
PROPERTY OFFICER  
Supply and/or Property Custodian

REPUBLIC OF THE PHILIPPINES  
 Department of Budget and Management  
 General Solano Street, San Miguel, Manila



**REQUISITION AND ISSUE SLIP**

Entity Name : Department of Budget and Management  
 Division/Unit : BMB-C  
 Office : BMB-C  
 Requisition

Fund Cluster :  
 Responsibility Center Code :  
 RIS No. : BMB-C  
 Stock Available? Issue

Stock No.	Unit	Description	QTY	Stock Available?		QTY	Remarks
				Yes	No		
		Heavy Duty binding machine					
	unit	NIBO		1	-	1	
				-	-		
				-	-		
				-	-		
				-	-		
				-	-		
				-	-		
				-	-		

Purpose: to replace defective combo/binding machine  
 Requested by: *[Signature]*  
 Signature : MARISSA H. MATA  
 Printed Name : MARISSA H. MATA  
 Designation : AOV  
 Date :  
 Approved by: *[Signature]*  
 Signature : LORENZO J. DRAPETE  
 Printed Name : LORENZO J. DRAPETE  
 Designation : Director, BMB-C

Issued by: *[Signature]*  
 Signature : DAVID MATEO  
 Printed Name : DAVID MATEO  
 Designation : Property Custodian

Received by: *[Signature]*  
 Signature : MARISSA H. MATA  
 Printed Name : MARISSA H. MATA  
 Designation : AOV



### INVENTORY CUSTODIAN SLIP

Department of Budget and Management

Bureau: BMB-C

Fund Cluster: \_\_\_\_\_

ICS No: ICS-BMB-C-18-0032

Qty	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			
1	unit/s	9,985.00	9,985.00	NIBO Combo /Binding Machine Heavy Duty NIBO Combo /Binding Machine Heavy Duty BMB- C D. Canbating	ICS-ICS-1--18-014-1	5

Received By:

  
Danilo P. Cabanting

Signature over Printed Name

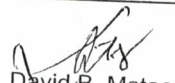
Administrative Aide VI

Position / Office

2018-04-03

Date

Received From:

  
David B. Mateo

Signature over Printed Name

Administrative Officer V

Position / Office

2018-04-03

Date

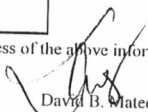
### REPORT OF SUPPLIES AND MATERIALS ISSUED

Department of Budget and Management

Serial No. : \_\_\_\_\_ 2018-133

Fund Cluster: \_\_\_\_\_

Date : April 03, 2018

To be filled up by the Supply and/or Property Division/Unit					To be filled up by the Accounting Division/Unit			
RIS No.	Responsibility Center Code	Stock No.	Item	Unit	Quantity Issued	Unit Cost	Amount	
			Heavy Duty binding machine NIBO <i>Nothing follows</i>		1			
		<b>Recapitulation:</b>				<b>Recapitulation:</b>		
		<b>Stock No.</b>	<b>Quantity</b>			<b>Unit Cost</b>	<b>Total Cost</b>	<b>UACS Object Code</b>
<p>I hereby certify to the correctness of the above information.</p> <div style="text-align: center;">             David B. Mateo         </div> <p>Signature over Printed Name of Supply and/or Property Custodian</p>				<p>Posted by: _____</p> <p>_____ Date</p> <p>of Designated Accounting Staff</p>				



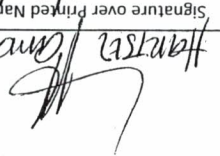
Republic of the Philippines  
 DEPARTMENT OF BUDGET AND MANAGEMENT  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Telefax No. 7354979

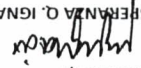
**PURCHASE ORDER NO. 2018-064**

Supplier: **ANSWERS GENERAL MERCHANDISE**  
 Address: Martinez Bldg., Dasmariñas St., Binondo, Manila  
 Date: March 21, 2018  
 Mode of Procurement: Small Value Procurement

TIN:  
 Gentlemen:  
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:  
 Place of Delivery: DBM Bldg III  
 Date of Delivery: 15 days upon receipt of NTP  
 Delivery Time: M-Th: 8:00am - 3:00pm, F: 8:00am - 12:00pm  
 Delivery Term: 15 days upon receipt of NTP  
 Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	unit	Heavy Duty Binding Machine	1	9,985.00	9,985.00
(Total Amount in Words) #####					

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.  
 Conform:  Date: 3/26/18  
 Signature over Printed Name of Supplier  
 Director IV, Administrative Services  
 RYAN S. LITA  
 Authorized Official  
 (Representing End User)  
 Very truly yours,

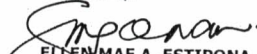
Funds Availability Certified by:  Date: 3/26/18  
 Chief Accountant  
 Eshermana Q. IGNACIO  
 OS No: 2101012018-03-470  
 Amount: 9,985.00  
 Date: 3/23/18

Distribution of Copies:  
 // Original copy for the Supplier's Conformance  
 // Agency's Central Supply and Property Section for file  
 // COA Auditor

Project Title: Supply and Delivery of Heavy Duty Binding Machine  
 ABC: 14,800.00  
 Date: March 21, 2018


Item/Description			ANSWER
Qty	Unit	Particulars	Unit C
1	unit	Heavy Duty Combo/Binding Machine	
Total Price			
RANK			
Remarks			ANSWERS GI

Prepared by:

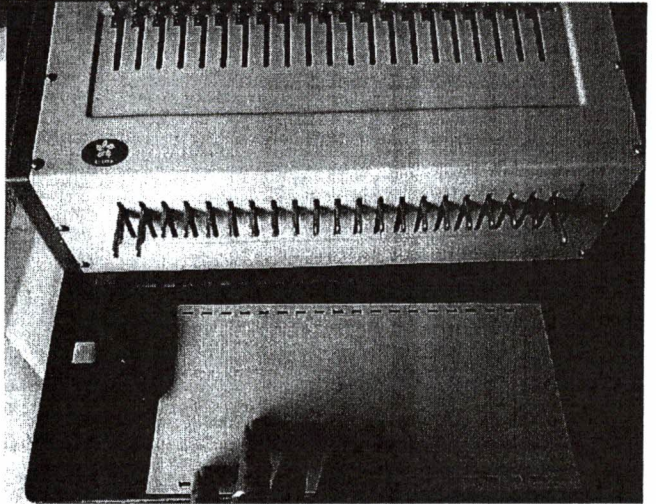
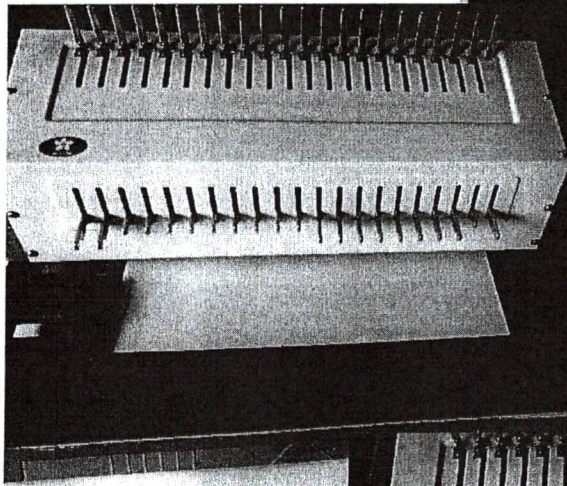
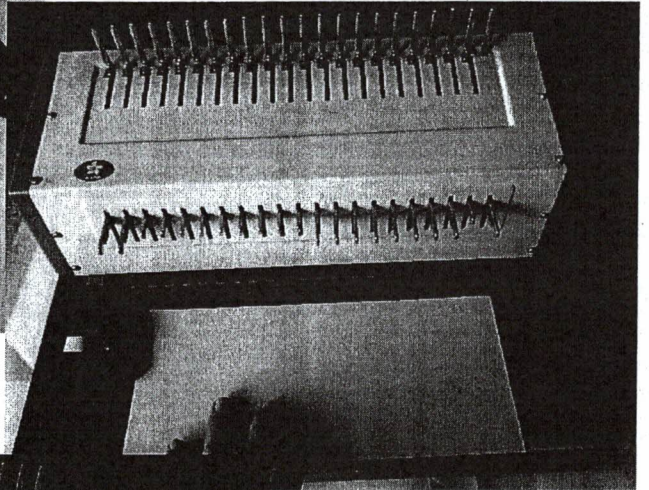
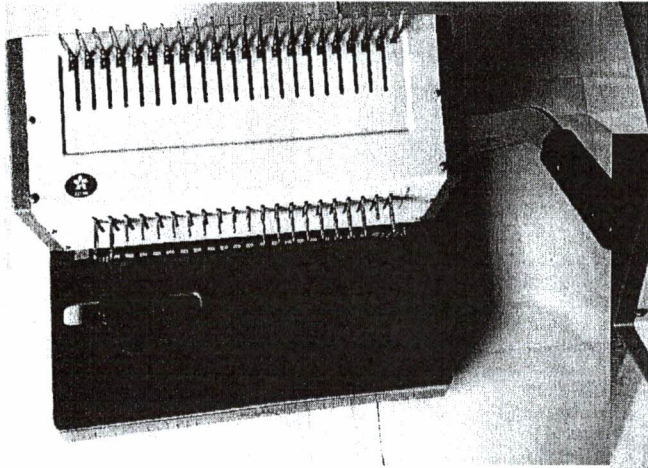
  
**ELLEN MAE A. ESTIPONA**  
 Administrative Assistant III

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Executive Assistant III  
 Procurement Management Division

Quoted by:   
**Rodrigo Padasas**  
 Printed name & Signature  
 Sales  
 Position/Title

Canvassed by:   
**ELLEN MAE A. ESTIPONA**  
 Printed name & Signature  
 Administrative Officer III  
 Position/Title  
 657-3300 Loc. 3115 Fax: 735-4979







REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

REQUEST FOR PRICE QUOTATION

\_\_\_\_\_ Date

Company

OFFICEMAN

556 Yuchengco st. Pinoneda  
Manila

Tel. No. 2446-111

Fax No. \_\_\_\_\_

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
1	unit	Heavy Duty Combo/Binding Machine BM-24D	P 14,740	P 14,740

Total: P \_\_\_\_\_

ATTY. MARK WAYNE EUBANK  
Executive Assistant III  
Procurement Management Division

Quoted by:

\_\_\_\_\_  
Print Name & Sign

\_\_\_\_\_  
Position/Title

Canvassed by:

ELLEN MAE A. ESTIPONA  
Print Name & Sign

Administrative Assistant III  
Position/Title

657-3300 loc. 3115 Fax: 7354979

555 Yuchengco St. (formerly Nueva) Binondo Manila  
2446.111; 2446.110; 2446.150; 2451.218

Address :

Phone : 657 - 3300 loc 3115

Fax :

Attention : Ellen Mae

### Quotation / Contract

Please call to make a schedule appointment visit to Office

Please call to view Manila Showroom location map

We are pleased to offer the following:

	Item Code	Description	QTY	Unit	Discount	Net Price	Total Amount
1	TOT84933	MACHINE,'abravo' P24 COMB BINDING HD	1	UNT(S)		14,740.00	14,740.00
						Grand Total	14,740.00

Note :

Prices: Valid for written confirmation received within 7 days. Prices subject to change without prior notice after validity  
Terms: Quoted at COD Pickup prices or CBD via Grab/ Lalamove or choice couriers at buyer's risk and expense.  
BDO Bank payment in advance applies as well for Order Basis (OB) items. Check payments will need 1 day for clearing.  
All deliveries subject to delivery charges.  
Warranty if applicable: Carry in Service only (Otherwise Handling fees may apply)  
Delivery: Ex-stock (subject to prior sales).

Conforme:

With kind regards,  
OfficeMan, Inc.

Sales Representative

A. Availability of Stocks

1. Availability of stocks are subject to prior sales.
2. Before placing an order, actual stock availability will be confirmed by the sales coordinator when the client has decided to place the order.
3. Upon receipt of partial or full payment, reconfirmation from the stock control is required to ensure availability of stocks. For partial payment, balance should be settled within 7 days prior to delivery or as per terms agreed upon. Otherwise reconfirmation is required.
4. Possible inaccuracy on stock confirmation might be due to: (1) computer or clerical error and (2) unforeseen events that are beyond control. In such cases, credit memo will be issued.

B. Delivery Time

1. Delivery ranges from 3 to 7 days, depending on the nature of the product.
2. If the client wishes to specify date of deliver, a written notification will be sent to confirm. However, the company cannot be held liable for failure of delivery due to unforeseen events.

Reminder: New! Alternate e-mail for info@officeman.com.ph is sales@officeman.com.ph Use this only when mail delivery fails. Have you been given good customer service? If you have any compliments or complaints regarding your salesperson, please send them to customer@officeman.com.ph

**Comb Binding Machine Abravo P24**

**Max punch: 25 sheets (80g), PVC 6 sheets**  
**Max. bind: 500 (51mm comb binding ring)**  
**Margin: 2.5/4.5/6.5 mm**  
**Paper size: F4, F4, A4, Letter, B5, A5, etc.**  
**Number of holes: 24 holes all movable cutters**  
**Hole distance: 14.3mm**  
**Hole size: 3x8mm**  
**N.W: 17kgs**  
**G.W: 18kgs METAL BODY**  
**Box dimension: 525x405x300mm**

