



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA
 Trunk line: 657-3300 | TeleFax No. 735-4979

PURCHASE ORDER NO. 2018-194

Supplier: Solid Business Machines Center Inc.	Date: October 1, 2018
Address: Suite 303, Singson Building Plaza Moraga, Binondo, Manila	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 Building III	Delivery Term: Within 20 working days upon receipt of Purchase Order
Date of Delivery: Within 20 working days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

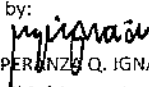
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		Supply and Delivery of Brother Consumables for Brother HL-L5100DN Printer II			
	pcs	Toner for Brother Printer HL-L5100DN	2	₱ 5,380.00	₱ 10,760.00
	pc	Drum for Brother Printer HL-L5100DN	1	₱ 7,480.00	₱ 7,480.00

(Total Amount In Words)
 Eighteen Thousand Two Hundred Forty Pesos ₱ 18,240.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme: 
 ADDO ROSAS
 Signature over Printed Name of Supplier
 10/2/2018
 Date

Very truly yours,

 THEA MARE CORINNE F. PALARCA
 OIC-Director, Administrative Service MAR
 Authorized Official
 (Representing End User)

Funds Availability Certified by:

 ESPERANZA Q. IGNACIO
 Chief Accountant

OS No : 021011012018-10-2228
 Amount : ₱ 18,240.
 Date : 10/2/18

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

COA COPY
 11/5/2018



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA
 Trunk line: 657-3300 | TeleFax No. 735-4979

PURCHASE ORDER NO. 2018-194

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Address: Suite 303, Singson Building Plaza Moraga, Binondo, Manila	Mode of Procurement: Small Value Procurement
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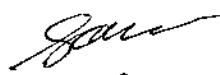
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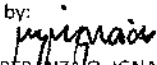
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		Supply and Delivery of Brother Consumables for Brother HL-L5100DN Printer II			
	pcs	Toner for Brother Printer HL-L5100DN	2	₱ 5,380.00	₱ 10,760.00
	pc	Drum for Brother Printer HL-L5100DN	1	₱ 7,480.00	₱ 7,480.00

(Total Amount In Words)
Eighteen Thousand Two Hundred Forty Pesos ₱ 18,240.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme: 
ALVEN RODRIGUEZ
 Signature over Printed Name of Supplier
10/2/2018
 Date

Very truly yours,

THEA MARIE CORINNE F. PALARCA
 OIC-Director, Administrative Service
 Authorized Official
 (Representing End User)

Funds Availability Certified by:  ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>021011012018-10-2228</u> Amount : <u>₱ 18,240.-</u> Date : <u>10/2/18</u>
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Distribution of Copies:
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

October 1, 2018

Mr. Alden Rojas
Solid Business Machines Center Inc.
Suite 303, Singson Building Plaza Morage,
Binondo, Manila

Dear **Mr. Rojas**:


Per attached Purchase Order No. 2018-194, we hereby notify you that your Office may proceed with the delivery of the project *"Supply and Delivery of Brother Consumables for Brother HL-L5100DN Printer II"*, upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,


THEA MARIE LORINNE F. PALARCA
OIC-Director, Administrative Services AND



Conforme / Date 10/2/2018



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

October 1, 2018

Mr. Alden Rojas
Solid Business Machines Center Inc.
Suite 303, Singson Building Plaza Morage,
Binondo, Manila

Dear **Mr. Rojas**:

We are pleased to inform you that the project "*Supply and Delivery of Brother Consumables for Brother HL-L5100DN Printer II*", is hereby awarded to your company in the amount of Eighteen Thousand Two Hundred Forty Pesos (P 18,240.00).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
OIC-Director, Administrative Service MAD



Conforme / Date

10/2/2018



OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No. : 021011012018-10-002228

Date : Oct. 2, 2018

Fund Cluster: 01

2228

Payee :	SOLID BUSINESS MACHINES CENTER INC.			
Office :				
Address:	Suite 303, Singson Building Plaza Morage, Binondo Manila			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
AS	Payment for the Supply and Delivery of Brother Consumables for Brother HL-5100DN Printer II assigned to the AS-Cash Division.	100000100001000	5020301000	18,240.00

Purchase Order no. 2018-194	18,240.00
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A. Certified : Charges to appropriation /allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature : *[Signature]*

Printed Name : THEA MARIE CORINNE F. PALARCA

Position : OIC-Director IV, AS ^{MAD}

Date : Oct 01, 2018

B. Certified : Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature : *[Signature]*

Printed Name : EDEN D. PANGILINAN

Position : Head, Budget Division/Unit/Authorized Representative

Date : 10-02-18

C. STATUS OF OBLIGATION							
Reference			Amount				
Date	Particulars	ORS/JEV/Check/ ADA/TRA No.	Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due (d)	Due and Demandable (e)



Republic of the Philippines
 Department of Budget and Management (DBM)
 Office of the Secretary, Central Office
PURCHASE ORDER

Supplier:	SOLID BUSINESS MACHINES CENTER, INC.	PO No.:	01-06001-PO-2018-10-00001
Address:	Singson Bldg., Plaza Moraga, Binondo,, 1006	PO Date:	October 01, 2018
TIN:	300000327246	Bank Name:	
Tel.No.:	2-2421111	Bank/Branch:	
Fax No.:		Bank A/C No.:	
Mode of Procurement:	Shopping 52.1b	Account Type:	
Month:	October	PR No.:	01-06001-PR-2018-09-00021
Fund Cluster:	01 - Regular Agency Fund		
Funding Source:	01101101 - Specific Budgets of National Government Agencies		

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

Delivery Terms: 10 working days upon receipt of the PO
Payment Terms: 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	2 Pcs. Toner for Brother Printer HL-L5100DN (TN 3448)	2.00	5,380.00	10,760.00
2	Piece	1 Pc. Drum for Brother Printer HL-L5100DN (DR 3455)	1.00	7,480.00	7,480.00
Total					₱ 18,240.00

(Total Amount in Words) **EIGHTEEN THOUSAND TWO HUNDRED FORTY PESOS AND 00/100**

In case of failure to make the full delivery within the time specified below, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:	Very truly yours,
	Marco David
_____	_____
Signature over Printed Name of Supplier	Signature over Printed Name of Authorized Official
_____	_____
Date	Designation

Delivery Schedule

No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	2 Pcš. Toner for Brother Printer HL-L5100DN (TN 3448)	09/01/2018	09/30/2018		2.00
2	1 Pc. Drum for Brother Printer HL-L5100DN (DR 3455)	09/01/2018	09/30/2018		1.00

ABSTRACT OF QUOTATIONS

Project Title: Supply and Delivery of Brother Consumables for Brother HL-L5100DN Printer II

ABC: 20,000

Date: October 1, 2018

Qty	Unit	Particulars	Solid Business Machines Center Inc. 242-1111		Offered Specifications	Advance Solutions Inc. 524-7595		Columbia Technologies Inc. 524-0393 local 202		Fastlink Computer Company 726-9129 413-9396	
			Unit	Total		Unit	Total	Unit	Total	Unit	Total
2	pcs	Toner for Brother Printer HL-L5100DN	₱ 5,380.00	₱ 10,760.00	Toner for Brother Printer HL-L5100DN	₱ 5,386.00	₱ 10,772.00	₱ 5,491.00	₱ 10,982.00	₱ 6,755.00	₱ 13,510.00
1	pc	Drum for Brother Printer HL-L5100DN	₱ 7,480.00	₱ 7,480.00	Drum for Brother Printer HL-L5100DN	₱ 7,490.00	₱ 7,490.00	₱ 7,636.00	₱ 7,636.00	₱ 9,390.00	₱ 9,390.00
Total Price				₱ 18,240.00		₱ 18,262.00		₱ 18,618.00		₱ 22,900.00	
Ranking				1		2		3		4	
Remarks			Solid Business Machines Center Inc., having the lowest responsive quotation, considered as the awardee.								

Prepared by:

MARCO A. DAVID
Administrative Officer II

Reviewed by:

Joyce D. Labao
JOYCE D. LABAO
OIC-Chief Administrative Officer, PMD

Approved by:

Thea Marie Corujane F. Palarca
THEA MARIE CORUJANE F. PALARCA
OIC-Director, Administrative Service NAA-9



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

08/08/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Solid Business Machines Center Inc.

Tel. No. 242-1111

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	pcs	Toner for Brother Printer HL-L5100DN (TN 3448)	₱ 5,380.00	₱ 10,760.00
1	pc	Drum for Brother Printer HL-L5100DN (DR 3455)	₱ 7,480.00	₱ 7,480.00

Total: ₱ 18,240.00

Quotation valid under PO: 2018 - 177

Very truly yours,

JOYCEL D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Alden Rojas

Printed name & Signature

Account Manager

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email,

Please see attached.



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

08/08/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Advance Solutions Inc.

Tel. No. 524-7595

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	pcs	Toner for Brother Printer HL-L5100DN (TN 3448)	₱ 5,386.00	₱ 10,772.00
1	pc	Drum for Brother Printer HL-L5100DN (DR 3455)	₱ 7,490.00	₱ 7,490.00

Total: ₱ 18,262.00

Quotation valid under PO: 2018 - 177

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Ma. Theresa Temena

Printed name & Signature

Document Specialist

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email,
Please see attached.



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

08/13/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Columbia Technologies Inc.

Tel. No. 524-0393 to 94 local 202

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	pcs	Toner for Brother Printer HL-L5100DN (TN 3448)	₱ 5,491.00	₱ 10,982.00
1	pc	Drum for Brother Printer HL-L5100DN (DR 3455)	₱ 7,636.00	₱ 7,636.00

Total: ₱ 18,618.00

Quotation valid under PO: 2018 - 177

Very truly yours,


JOYCE P. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Ace A. Moriska

Printed name & Signature

Sales Executive

Position/Title

Canvassed by:


MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email,

Please see attached.



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

08/14/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Fastlink Computer Company

Tel. No. 726-9129 | 413-9396

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	pcs	Toner for Brother Printer HL-L5100DN (TN 3448)	₱ 6,755.00	₱ 13,510.00
1	pc	Drum for Brother Printer HL-L5100DN (DR 3455)	₱ 9,390.00	₱ 9,390.00

Total: ₱ 22,900.00

Quotation valid under PO: 2018 - 177

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:


Maureen M. Fausto

Printed name & Signature

Account Manager

Position/Title

Canvassed by:


MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email,



Please see attached.

PURCHASE REQUEST
 Department of Budget and Management
 Agency

Department: <u>Administrative Service</u>	PR No: <u>18-607 gmb</u>	Date: Sept. 07, 2018
Section: <u>Cash Division</u>	SAI No: _____	Date _____

<i>Requisition</i>			<i>Issuance</i>		
Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
	Pc	Toner for Brother Printer HL-L5100DN (TN 3448)	2	5,500	
	Pc	Drum for Brother Printer HL-L5100DN (DR 3455)	1	7,500	
- Nothing follows -					

Purpose: 1. For use of cash division in printing LDDAP-ADA, ACIC & other reports

	<i>Requested by:</i>	<i>Approved by:</i>
Signature Printed Name Designation	 LOURDES T. SIA Chief Administrative Officer	 THEA MARIE CORINNE F. PALARCA OIC, Director-AS



Republic of the Philippines
Department of Budget and Management (DBM)
Office of the Secretary, Central Office
PURCHASE REQUEST

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR No.: 01-06001-PR-2018-09-00021

Date: September 07, 2018

Month: September

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Piece	007	DBM-Administrative Service	2 Pcs. Toner for Brother Printer HL-L5100DN (TN 3448)	2.00	5,500.00	11,000.00
2	Piece	007	DBM-Administrative Service	1 Pc. Drum for Brother Printer HL-L5100DN (DR 3455)	1.00	7,500.00	7,500.00

FOR APPROVAL PLEASE,

01-06001-PR-2018-09-00021

✓ PMD 26 Sept 2018

Total P 18,500.00

Amount In Words ****EIGHTEEN THOUSAND FIVE HUNDRED PESOS AND 00/100****

Description Purchase of 2 pcs. Toner & 1 pc. Drum for Brother Printer HL-L5100DN for official use of Cash Division, AS

Requested By:

Approved By:

Signature :

Printed Name :

Designation :

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 : CASH
 Office : AS
 Requisition

Fund Cluster :
 Responsibility Center Code :
 RIS No. : AS

Stock No.	Unit	Description	QTY	Stock Available?		Issue	QTY	Remarks
				Yes	No			
	2 pcs	Toner for Brother Printer HL-L5100DN (TN 3448)	2		-		2	
	1 Pc	Drum for Brother Printer HL-L5100DN (DR 3455)	1		-		1	
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			

Purpose: 1. For use of cash division in printing LDDAP-ADA, ACIC & other reports

Requested by:
 Signature : *Loures T. Sia*
 Printed Name : LOURDES T. SIA
 Designation : Chief Admin Officer
 Date :

Approved by:
 Signature : *Thea Marie Corinne F. Palarca*
 THEA MARIE CORINNE F. PALARCA
 OIC, Director - AS

Issued by:
 DAVID B. MATEO
 Property Officer

Received by:

NO STOCK AVAILABLE
 Noted By:
Mateo
 9/7/18



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Administrative Service – Procurement Management Division
 TRANSMITTAL AND ACTION SLIP
 "Please do not detach from the request form"

PO#: 2018-194

SOLID BUSINESS MACHINES
 COMPANY INC.

Subject: PR No. 18-607: Toner for Brother; Drum for Brother
 End User: AS-CASH

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
10 Sept 18	Jayce	MARCO	11 Sept 2018	2 Oct 2018
10/1	MARCO	MS. LABAO	10/1	FOR SIGNATURE
10/1	PMO	DIR. PALANCA	10/1	FOR SIGNATURE
10/2	PMO	SUPPLIER	10/2	PO, NOA & NTP SENT THRU EMAIL

No. of Day/s Completed:

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: SOLID BUSINESS MACHINES CENTER INC.
 Title of Project: SUPPLY AND DELIVERY OF BROTHER CONSUMABLES FOR BROTHER HL-LS100 2N PRINTER II
 Contract Cost: 18,240

CHECKLIST OF DOCUMENTS

REMARKS

Checklist of documents forwarded to Finance Service for:

A. FUNDING (OBLIGATION AND CAF)

1	<input checked="" type="checkbox"/>	Purchase Request/ APP	18-207
2	<input checked="" type="checkbox"/>	Pre-Inspection Report	
3	<input checked="" type="checkbox"/>	Obligation Request and Status	
4	<input checked="" type="checkbox"/>	Eligibility Documents of Suppliers	
5	<input checked="" type="checkbox"/>	Purchase Order/Contract	2018-194 (2 COPIES)
6	<input checked="" type="checkbox"/>	Request for Price Quotation	
7	<input checked="" type="checkbox"/>	Abstract of Quotation	
8	<input checked="" type="checkbox"/>	Notice of Award	
9	<input checked="" type="checkbox"/>	Notice to Proceed	
10	<input checked="" type="checkbox"/>	Distribution List	
11	<input checked="" type="checkbox"/>	Other Documents, if any.	BTMs PO

Received checked items:

[Signature]
 Print Name & Signature

10/1 4:30
 Date and Time

B. PROCESSING OF PAYMENT (DV)

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

Received checked items:

Print Name & Signature

Date and Time

C. ADDITIONAL DOCUMENTS, if any