



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA
 Trunkline: 657-3300 | TeleFax No. 7354979

PURCHASE ORDER NO. 2018-203

Supplier: Honda Cars Manila	Date: October 23, 2017
Address: Paz M. Guazon Street, corner President Quirino Avenue, Paco, Manila	Mode of Procurement: Small Value Procurement
TIN: 000-463-069-005	

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:

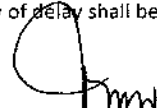
Place of Delivery: DBM Building III	Delivery Term: C.O.D.
Date of Delivery: C.O.D.	Payment Term: C.O.D.

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	40,000 km Checkup for Honda CRV DL 2535	1	₱ 22,447.97	₱ 22,447.97
C.O.D.					

(Total Amount In Words) Twenty Two Thousand Four Hundred Forty Seven Pesos and Ninety Seven Centavos	₱ 22,447.97
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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:

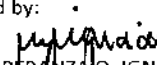


 MARY JEAN B. MALVAR
 Signature over Printed Name of Supplier
 11/05/2018

 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 : 02101012018-10-24-72 Amount : ₱ 22,447.97 Date : 10/27/18
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Distribution of Copies:
 / / Original copy for the Supplier's Conforme
 / / Agency's Central Supply and Property Section for file
 / / COA Auditor



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

Supplier:	Honda Cars Manila	PO No.:	01-06001-PO-2018-10-00019
Address:	Paz M. Guazon Street, corner President Quirino Avenue, Paco,, 1007	PO Date:	October 23, 2018
TIN:	463069005000	Bank Name:	
Tel.No.:	563-0924	Bank/Branch:	
Fax No.:		Bank A/C No.:	
Mode of Procurement:	Small Value Procurement	Account Type:	
Month:	October	PR No.:	01-06001-PR-2018-10-00024
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	Lot	40,000 km Checkup for Honda CRV DL 2535	1.00	22,447.97	22,447.97
Total					₱ 22,447.97

(Total Amount in Words) **TWENTY TWO THOUSAND FOUR HUNDRED FORTY SEVEN PESOS AND 97/100**

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	40,000 km Checkup for Honda CRV DL 2535	10/01/2018	10/31/2018		1.00



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

NOTICE TO PROCEED

October 23, 2018

Ms. Jean Margate
Honda Cars Manila
Paz M. Guazon Street, corner President
Quirino Avenue, Paco, Manila

Dear **Ms. Margate**:


Per attached Purchase Order No. 2018-203, we hereby notify you that your Office may proceed with the delivery of the project "40,000 km Checkup for Honda CRV DL 2535", 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 CORINNE F. PALARCA
OIC-Director, Administrative Service


11/05/2018
Conforme / Date



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

NOTICE OF AWARD

October 23, 2018

Ms. Jean Margate

Honda Cars Manila

Paz M. Guazon Street, corner President

Quirino Avenue, Paco, Manila

Dear **Ms. Margate**:

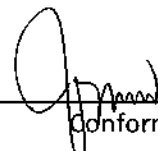
We are pleased to inform you that the project "40,000 km Checkup for Honda CRV DL 2535", is hereby awarded to your company in the amount of Twenty Two Thousand Four Hundred Forty Seven Pesos and Ninety Seven Centavos (P 22,447.97).

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


11/05/2018
Conforme / Date



OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No.: 02101017018-10-002972
 Date: OCT. 25, 2018
 Fund Cluster: 01

2472

Payee :	HONDA CARS MANILA			
Office :				
Address:	Paz M. Guazon Street, corner President Quirino Avenue, Paco, Manila			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
OSEC	Payment for the service of 40,000 km Checkup for Honda CRV DL 2535 for the Office of the Undersecretary Lilia C. Guillermo. (OULCG)	100000100001000	5021306001	22,447.97

Purchase Order no. 2018-203	22,447.97
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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
 Date : Oct 23, 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 : 10-25-18

C. STATUS OF OBLIGATION				
Reference			STATUS OF OBLIGATION	
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation (a)	Payable (b)

BTMS PO Approved
 01-06001-PO-2018-10-00019

PMD
 FS
 AS-OD
 GRN

[Signature] DV

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 : Ousec. L. Guillermo
 Office : Ousec. L. Guillermo

Fund Cluster :
 Responsibility Center Code :
 RIS No. : Ousec. L. Guillermo

Requisition

Stock Available? Issue

Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	pc	oil filter	1		-		
	pc	air cleaner element	1		-		
	pc	A/C filter	1		-		
		40km checkup			-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the preventive maintenance of Honda CRV w/ conduction sticker DL 2535 assigned to Usec. Guillermo

Signature :	Requested by:	Approved by:	Issued by:	Received by:
Printed Name :	Rodolfo Salinas Jr.	Lilia C. Guillermo	Chozas, Michael Dennis D.	Rodolfo Salinas Jr.
Designation :	AAIV	Undersecretary	Administrative Officer IV	AAIV
Date :				

ABSTRACT OF QUOTATIONS

Project Title: 40,000 km Checkup for Honda CRV DL 2535

ABC: 24,000

Date: October 23, 2018

Item/Description	Honda Cars Manila 563-0924 0918-992-9058		Offered Specifications		Honda Cars Makati 755-8500		Various Suppliers	
	Qty	Unit	Unit	Total	Unit	Total	Unit	Total
1 lot: 40,000 km Checkup for Honda CRV DL 2535	1	22,447.97	22,447.97	22,447.97	1	24,715.74	24,715.74	Honda Cars Manila Bay - begnotrl@hondamakati.com.ph Honda Quezon Avenue - customer_relations@hondaqc.com.ph Honda Caloocan - customer-relations@hondakal.com
Total Price				22,447.97			24,715.74	
Ranking								
Remarks								Invited suppliers through saturation and email but no submission

Honda Cars Manila, having the lowest responsive quotation, considered as the awardee.

Approved by:

Reviewed by:

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

Thea Marie Corinne F. Palarca
THEA MARIE CORINNE F. PALARCA
 OIC-Director Administrative Service **MAD**

Marco A. David
MARCO A. DAVID
 Administrative Officer II



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

10/15/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Honda Cars Manila

Tel. No. 563-0924 | 0918-992-9058

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	40,000 km Checkup for Honda CRV DL 2535	₱ 22,447.97	₱ 22,447.97

Total: ₱ 22,447.97

Very truly yours,

JOYCED LABAO

OIC, Chief Administrative Officer, PMD

Quoted by:

Jean Margate

Printed name & Signature

Service Marketing

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

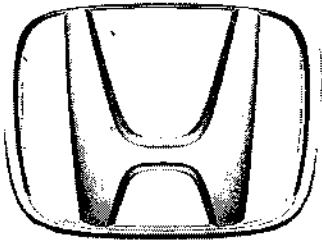
Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through

email.



HONDA

HONDA CARS MANILA (A Division of House Investments, Inc)
Paz M. Guazon St. cor. President Quirino Avenue, Paco Manila
Tel No. (632) 563 0924
Telefax No: (632) 562-4548 L 102 / (632) 561 8853

MR/MS.

HONDA 2011 CRV PLATE / CS NO. DL8475

40K KILOMETER CHECK UP (MAJOR MAINTENANCE)

**NOTE: Rough Estimate Only, OTHER NOTED PARTS DAMAGES
with ADD PARTS and LABOR**

Oil Filter	433.17 ✓
Drain Plug Washer	28.82 ✓
Air Cleaner Element	1,962.00 ✓
Fuel Strainer Set	6,110.00 ✓
Retainer [white]	175.00 ✓
A/C Filter [Dust & Pollen]	2,402.30 ✓
Engine Oil - Fully Synthetic	2,557.64 ✓
ATF	2,595.48 ✓
Windshield Cleaner(OPTIONAL)	151.20 ✓
Engine Treatment(OPTIONAL)	955.57 ✓
LABOR COST	3,158.40 ✓
MISC / SHOP MATERIALS	918.39
COMPLETE WASH(OPTIONAL)	1,000.00 ✓

TOTAL

22,447.97
✓

JEAN MARGATE
SERVICE MARKETING
SERVICE DEPARTMENT
0918 992 9058

CONFIRMED:

MARCO A. DAVID
Procurement Management Division



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

9/20/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Honda Cars Makati

Tel. No. 755-8500

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	40,000 km Checkup for Honda CRV DL 2535	₱ 24,715.74	₱ 24,715.74

Total: ₱ 24,715.74

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Bernardo Gordova

Printed name & Signature

Service Advisor

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, advance procurement.

HONDA CARS MAKATI
 ESTIMATE OF REPAIRS
 Cust.No 349138
 Customer DEPARTMENT OF BUDGET AND MANAGEMENT
 Address NA GEN. SOLANO STREET MANILA
 Insurance
 Selling Dealer HONDA CARS GLOBAL CITY
 Vehicle Description:
 Plate No. DL8475 Model RE185BL-20SAT-2011
 Engine No. MRHRE1830BP010325 Frame No. R20A15800865

Doc No ZEST-50444791
 Email
 Tel No 02-6573300
 Date 09/20/2018
 Date Printed 09/20/2018

Color NA
 KM Rdg 0

LON/PrtCde/ActType	Scope of Work	Cost of Labor	Cost of Parts/Mat'Is
	LABOR:		
CW537G	40,000 KM CHECK-UP(2 YEARS)	2,105.60	
J0351G	DT Perform Brake Fluid & Coolant Analysis and Battery Testing Procedure (Use Perform Quality Inspection	348.00	
JY872G	Supplies/Materials	0.00	
JY873G		0.00	
	PARTS:		
	X-1R AUTOMATIC TRANSMISSION TREATMENT		826.00
	STRAINER SET FUEL CR 07-11		5,361.00
	RETAINER WHITE CV 06-13 CT/CR 07-13		184.00
	X-1R PETROL SYSTEM TREATMENT		890.00
	WASHER DRAIN PLUG 14MM ALL MODELS		28.82
	OIL FILTER ALL MODELS		433.17
	MOTOR OIL FULLY-SYNTHETIC SN 0W20 UNI(D)		3,197.05
	FLUID TRANSMISSION AUTOMATIC (L)		2,611.16
	ELEMENT FILTER CV07-11 AC08-14 CR08-11		2,402.30
	AIR CLEANER ELEMENT CR 07-11 2.0		1,314.00
	GREASE PIN (NIGLUBE RM)		38.66
	GREASE PAD (MOLYKOTE M77)		81.76
	X-1R ENGINE TREATMENT 250ML		1,087.00
	AC Anti-bacterial		1,000.00
	9G WYNNS ICY AIR		1,583.68
	BG STOP SQUEAL 1oz		635.54
	SHOP MATERIALS:		
	SHOP MATERIALS		308.00
	SUPPLIES:		
	SUPPLIES		280.00
Subtotals		2,453.60	22,262.14
TOTAL INCLUSIVE OF 12% VAT			24,715.74

TERMS & CONDITIONS:

- Hidden, unforeseen defective parts & defects i.e., while undergoing repairs are NOT INCLUDED in the estimate. In such EVENT, an advance notice subject to customer's approval will be undertaken for add'l cost and continuance of said add'l repairs.
- Price quoted subject to change without prior notice and good for only 15 days from date of issue.
- It is understood that the HONDA CARS MAKATI assumes no responsibility for the loss or damage by theft or fire to vehicle placed with them for storage, sale or repair.
- Not valid as court evidence.

S U M M A R Y :

TOTAL LABOR	2,453.60
TOTAL SUBLETS	0.00
TOTAL PARTS	21,674.14
TOTAL SUPPLIES/MATS	588.00
=====	
GRAND TOTAL	24,715.74

Bernardo Gordova

 SERVICE ADVISOR

 SERVICE MANAGER

I hereby AUTHORIZE AND AGREE to pay all the above repair work to be

done to my vehicle which includes all parts and materials necessary.

SIGNATURE OF PERSON AUTHORIZING WORK



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

9/19/2018, 10/22/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Various Suppliers

Tel. No.

Fax No.


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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	40,000 km Checkup for Honda CRV DL 2535	₱ -	₱ -

Total:

₱ -

Very truly yours,


JOYRED D. LABAO

OLC Chief Administrative Officer, PMD

Quoted by:

Printed name & Signature

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature
Administrative Officer II

Position/Title

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

email: mdauid@dbm.gov.ph

Remarks:

Invited suppliers the 2nd time
through but no submission.

Please see attached proof.

Request for Quotation

Marco David <davidmarcodbm@gmail.com>

Wed, Sep 19, 2018 at 3:09 PM

Bcc: gordovabp@hondamakati.com.ph, bognotrf@hondamakati.com.ph, mjmargin@hondamanila.com.ph

Greetings!

May I request for quotation on the following:

70,000 km Checkup (3.5 Years) and Replacement of Engine Support (Right) and Basic Aircon Cleaning for Honda CRV 2.4 A/T 2011 model

Conduction Sticker: DL 2535

Engine number: K24Z15801877

Chassis number: MRHRE4840BP030136

40,000 km Checkup (3 Years "Heavy") for Honda CRV 2.0 A/T 2011 model

Conduction Sticker: DL 8475

Engine number: R20A15800865

Chassis number: MRHRE1830BP010325

Should you have questions please do not hesitate to email back or call us 657-3300 local 3115 or 3117.

Thank you,



Marco A. David

Public Servant

Procurement Management Division

Department of Budget and Management

General Solano St., San Miguel, Malacañang, Manila

Trunkline: 657-3300 local 3115

Website: www.dbm.gov.ph

Email: mdavid@dbm.gov.ph | davidmarcodbm@gmail.com

Request for Quotation (Update on the quotation if there is price increase)

Marco David <davidmarcodbm@gmail.com>

Mon, Oct 22, 2018 at 10:19 AM

Bcc: gordovabp@hondamakati.com.ph, bognotrl@hondamakati.com.ph, mjbmargate@hondamanila.com.ph, customer_relations@hondaqc.com.ph, customer-relations@hondakal.com

Greetings!

May I request for quotation on the following:

40,000 km Checkup (3 Years "Heavy") for Honda CRV 2.0 A/T 2011 model

Conduction Sticker: DL 8475

Engine number: R20A15800865

Chassis number: MRHRE1830BP010325

Should you have questions please do not hesitate to email back or call us 657-3300 local 3115 or 3117.

Thank you,

--



Marco A. David

Public Servant

Procurement Management Division

Department of Budget and Management

General Solano St., San Miguel, Malacañang, Manila

Trunkline: 657-3300 local 3115

Website: www.dbm.gov.ph

Email: mdavid@dbm.gov.ph | davidmarcodbm@gmail.com

PURCHASE REQUEST

Department of Budget and Management

Agency

Department: Department of Budget and Management

PR No.: B-688 amb

Date: October 8, 2018


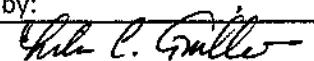
Section: Office of the Undersecretary

SAI No.: _____

Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		40,000 km check-up			<div style="border: 1px solid black; padding: 5px; display: inline-block;">23,000</div>
		Oil Filter			
		Air Cleaner Element			
		A/C Filter (Dust and Pollen)			

Purpose: For maintenance Honda CRV DL2535 assigned to Undersecretary Lilia C. Guillermo.

	Requested by:	Approved by:
Signature:	 CAROL A. PANGANIBAN Snr. Admin Assistant III	 LILIA C. GUILLERMO Undersecretary
Printed Name:		
Designation		



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

01-06001-PR-2018-10-00024

FOR APPROVAL ✓ 23 Oct 2018

Fund Cluster: 01 - Regular Agency Fund
Funding Source: 01101101 - Specific Budgets of National Government Agencies
PR No.: 01-06001-PR-2018-10-00024 **Date:** October 08,

No.	Unit	Responsibility Center		Item Description	Q
		Code	Description		
1	Lot	027	DBM-Office Usec-Chief Information Officer (CIO)	Oil Filter Air Cleaner Element A/C Filter	0
Total					P 23,000.00

Amount In Words **TWENTY THREE THOUSAND PESOS AND 00/100**

Description For maintenance Honda CRV DL2535 assigned to Undersecretary Lilia C. Guillermo

Requested By: Signature : _____ Printed Name : <u>LILIA GUILLERMO</u> Designation : <u>Undersecretary</u>	Approved By: _____ _____ _____
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DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

9-26-18-076

Date 09/26/2018

Vehicle / Plate No.

Honda CRV DL2535

Requisitioning Office/Dept.

OSEC-Usec L. Guillermo

Nature and Scope of Last Repair , if any :

Last complete engine check-up, April 26, 2018

Complaints/Defects :

For change oil

Parts /components to be Repaired / Replaced:

Oil, filter

FINDINGS / OBSERVATIONS:

For maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : September 26, 2018

DL 2535



**DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM**

HONDA CRV

JRF No: 176

Date: SEPT. 25, 2018

MOTOR VEHICLE ASSIGNED TO USEC. L. GUILLERMO

NATURE OF REQUEST:

- | | | |
|---|--|--|
| <input type="checkbox"/> Complete Service | <input type="checkbox"/> Change Tire | <input type="checkbox"/> Others (specify) <u>40,000 km check</u> |
| <input type="checkbox"/> Aircon Cleaning | <input type="checkbox"/> Aircon Repair | <u>UP</u> |
| <input type="checkbox"/> Change Battery | <input type="checkbox"/> Engine Repair | |

Requested by:

P. J. O.

Administrative Officer / Driver

Approved by:

L. C. G.

LILIA C. GUILLERMO
Undersecretary
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: 9/25/18

INITIAL FINDINGS/WORKS TO BE DONE:

40,000 km check - UP

Part(s) Recommended to be replaced, if any:

Quantity	Parts Name / Description

EVALUATED BY:

E. A. F.

EDDIESON A. FORTUNA
Administrative Assistant V

APPROVED BY:

B. M. S.

ENGR. ARCELYN M. STA. BARBARA
OIC-Chief Administrative Officer, GSD



Republic of the Philippines
 Department of Budget and Management (DBM)
 Office of the Secretary, Central Office
DISBURSEMENT VOUCHER

DV No.: 01-06001-DV-2018-11-00094
Date: November 12, 2018
Month: November
JEV No.:

Fund Cluster: 01 - Regular Agency Fund
Funding Source: 01101101 - Specific Budgets of National Government Agen

Mode of Payment	CHEQUE	Treasury Bank A/C No.:	2151-9000-14
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Payee Name	Honda Cars Manila
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Payee Address	Paz M. Guazon Street, corner President Quirino Ave
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Payee Bank A/C No.		Payee Bank Name:	
---------------------------	--	-------------------------	--

Transaction Description	40,000 km Checkup for Honda CRV DL 2535
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Responsibility Center		Account Title	PAP	UAC Object	Debit	Credit
Code	Description					
076	DBM-Procurement Management Division	Advances to Contractors	0000000000000000	1990201000	22,447.97	0.00
Total					P 22,447.97	0.00
Amount Due					P	22,447.97

Amount in Words	**TWENTY TWO THOUSAND FOUR HUNDRED FORTY SEVEN PESOS AND 97/100**
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A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

B. Certified:		C. Approved for Payment	
<input type="checkbox"/>	Cash available		
<input type="checkbox"/>	Subject to Authority to Debit Account (when applicable)		
<input type="checkbox"/>	Supporting documents complete and amount claimed proper		
Signature		Signature	
Printed Name		Printed Name	
Position	Head, Accounting Unit/Authorized Representative	Position	Agency Head/Authorized Representative
Date		Date	

D.	Receipt of Payment			
Check/ADA No.:		Date:	Bank Name & Account Number:	Payment JEV No.:
Signature:		Date:	Printed Name:	Payment JEV Date:
Official Receipt No. & Date/Other Documents				



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

C.O.D.
 P 2018-203

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

eralcantara@
 Hsf-ssc.com

Subject: PR # 18-688 (40km Check up)
 End User: Nlec Guillermo

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
10 Oct	Joye	Marco	12 Oct	11 Nov 2018
10/22				Revision of quote from Honda Cars Manila
10/23				AWAITING BIMS PR AMOUNT REVISION,
10/23	MARLO	MS. JOYCE	10/23	FOR SIGNATURE
10/24	Joye	Dir. Thea	10/24	for signature, please Ma'am.
11/5	PMD	Accounting	11/5	FOR C.O.D. PROCESSING
11/5	PMP	COA	11/5	COA COPY GIVEN

No. of Day/s Completed:

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: HONDA Cars Manila
 Title of Project: 40,000 KM CHECKUP FOR HONDA CRV DL 2535
 Contract Cost: 22,447.97

CHECKLIST OF DOCUMENTS

REMARKS

Checklist of documents forwarded to Finance Service for:

A. FUNDING (OBLIGATION AND CAF)

Item	Document Description	Remarks
1.	<input checked="" type="checkbox"/> Purchase Request/ APP	18-658
2.	<input checked="" type="checkbox"/> Pre-Inspection Report	} [Handwritten bracket]
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	
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.	

Received checked items:

J. Dela Cruz
 Print Name & Signature

11/4 9:55
 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"/> RSMI (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