



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

PURCHASE ORDER NO. 2018-206

Supplier: Frigid Zone Auto Aircon Specialist Co.	Date: October 30, 2018
Address: 19 Congressional Extension, corner Visayas Avenue, Pasong Tamo, Quezon City	Mode of Procurement: Small Value Procurement
TIN: 003-924-236-011	

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:

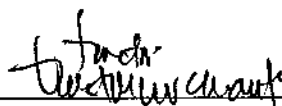
Place of Delivery: DBM Building III	Delivery Term: Within 20 working days upon receipt of Purchase Order
Date of Delivery: Within 20 working days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	1	₱ 19,300.00	₱ 19,300.00

(Total Amount in Words)
Nineteen Thousand Three Hundred Pesos ₱ 19,300.00


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.

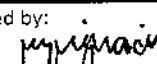
Very truly yours,

Conforme: 

 Signature over Printed Name of Supplier
 11 / 9 / 2018

 Date


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

Funds Availability Certified by:  ESPERANZA Q. IGNACIO Chief Accountant	OS No : 02101012018-11-2504 Amount : ₱ 19,300.00 Date : 11/6/2018
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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

**TERMS AND CONDITIONS
(PURCHASE ORDER)**

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.**

2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.

3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.

5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.

6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.

7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.

8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By: 
AWARDEE

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this _____ day of _____, 2018, personally appeared _____ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a _____ consisting of _____ (_____) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this _____ day of _____, 2018

Doc No _____;
Page No _____;
Book No _____;
Series of 2018.



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

NOTICE TO PROCEED

October 30, 2018

Ms. Tonet Murchante

Frigid Zone Auto Aircon Specialist Co.
19 Congressional Extension,
Corner Visayas Avenue,
Pasong Tamo, Quezon City

Dear **Ms. Murchante**:

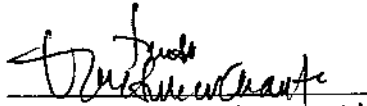
Per attached Purchase Order No. 2018-206, we hereby notify you that your Office may proceed with the delivery of the project " *General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604*", upon receipt and acceptance of this Notice.

In this regard, your ^{o may} 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 MAP


Conforme / Date 11/9/2018



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

NOTICE OF AWARD

October 30, 2018

Ms. Tonet Murchante

Frigid Zone Auto Aircon Specialist Co.
19 Congressional Extension,
Corner Visayas Avenue,
Pasong Tamo, Quezon City

Dear **Ms. Murchante**:

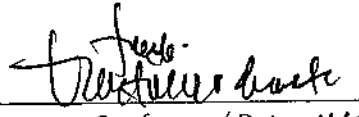
We are pleased to inform you that the project "*General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604*", is hereby awarded to your company in the amount of Nineteen Thousand Three Hundred Pesos (P 19,300.00).

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 11/9/2018



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

Supplier:	Frigid Zone Auto Aircon Specialist Co.	PO No.:	01-06001-PO-2018-11-00001
Address:	52 Holy Spirit Drive, Don Antonio Heights, 0	PO Date:	November 05, 2018
TIN:	003924236000	Bank Name:	
Tel.No.:	0	Bank/Branch:	
Fax No.:		Bank A/C No.:	
Mode of Procurement:	Small Value Procurement	Account Type:	
Month:	November	PR No.:	01-06001-PR-2018-10-00097
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	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	1.00	19,300.00	19,300.00
Total					P 19,300.00

(Total Amount in Words) **NINETEEN THOUSAND THREE HUNDRED 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
I	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	10/01/2018	10/31/2018		1.00

ABSTRACT OF QUOTATIONS

Project Title: General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604

ABC: 23,225

Date: October 30, 2018

Item/Description		Frigid Zone Auto Aircon Specialist Co. 287-2930		Offered Specifications		Berovic Marketing and Car Aircon Specialist 742-1059 09955022768		Various Suppliers	
Qty	Unit	Particulars	Unit	Total	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	Unit	Total	Unit	Total
1	lot	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	19,300.00	19,300.00	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	27,150.00	27,150.00	ValuePlus Auto Service Philippines, Inc. - aris@valueplusph.com ValuePlus Auto Service Philippines Inc. - gm@valueplusph.com Casa Ciudad - cpa_ciudad@yahoo.com SCAG Automotive Services - scag.service@gmail.com Banyados Auto Kalkot - brskalkotco@gmail.com Hyundai E. Rodriguez - urtenazareno@gmail.com	
Total Price			1	19,300.00		2	27,150.00		
Ranking									
Remarks			Frigid Zone Auto Aircon Specialist Co, having the lowest responsive quotation, considered as the awardee.						

Prepared by:

MARCO A. DAVID
Administrative Officer II

Reviewed by:

[Signature]
AARON ALBERTO A. ESCALONA
Supervising Administrative Officer

Approved by:

[Signature]
THEA MARY CORRIE F. PALARCA
OIC-Director, Administrative Service **MAD**

Invited suppliers through email but no submission



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

10/30/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Frigid Zone Auto Aircon
Specialist Co.

Tel. No. 287-2930

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

1	lot	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	₱ 19,300.00	₱ 19,300.00
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Total: ₱ 19,300.00

Very truly yours,


AARON ALBERTO A. ESCALONA
Supervising Administrative Officer

Quoted by:

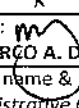
Jenn / Boy

Printed name & Signature

Estimator

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 saturation. Please see attached.



FRIGID ZONE AUTO AIRCON SPECIALIST CO.

JOB ESTIMATE

CUSTOMER: DBM DATE: 10-29-18
 ADDRESS: _____ TEL. NO.: _____
 VEHICLE: Hyundai Grand Starix PLATE NO.: VFM-604

SCOPE OF WORKS

PARTS / MATERIALS (BREAKDOWN)

PRICE

Pull down evaporator for general cleaning
and leak test. Add Capella oil.

Vacuum of lines,

Recharge freon gas R134a.

Replace Expansion valve front & rear

Replace filter drier;

Flushing of System

Replace Auxiliary fan Assy Eng

Replace Cabin filter

₱ 19,300

Six months warranty ✓

One year warranty on Aux fan ✓

(415-5988)

(415-2272 / 4121158)

10/30

Customer's Signature

ESTIMATED BY: Jenni Boy

REMARKS (IF JOB DONE)

JOB ORDER NO.: _____



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

10/30/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Berovic Marketing and Car Aircon
Specialist

Tel. No. 742-1059 | 09955022768

Fax No. _____

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

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

1	lot	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	₱ 27,150.00	₱ 27,150.00
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Total: ₱ 27,150.00

Very truly yours,

AARON ALBERTO A. ESCALONA
Supervising Administrative Officer

Quoted by:

Tina Ibasco

Printed name & Signature

Service Personnel

Position/Title

Canvassed by:

MARZO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

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

email: mdavid@dbm.gov.ph

Remarks:

Invited supplier through sms



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

10/29/2018

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	General Aircon Cleaning and Replacement of Defective Parts for Hyundai Starex VFM 604	₱ -	₱ -
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Total: ₱ -

Very truly yours,

AARON ALBERTO A. ESCALONA
Supervising Administrative Officer

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: mdavid@dbm.gov.ph

Remarks:

Invited suppliers through email
but no submission.

Please see attached proof.

Request for quotation - Hyundai Starex

Marco David <davidmarcodbm@gmail.com>

Mon, Oct 29, 2018 at 9:28 AM

Bcc: Aris Agustin <aris@valueplusph.com>, cqa_ciudad@yahoo.com, frigidzone.visayas@gmail.com, Mark Saberola <gm@valueplusph.com>, SCaG Automotive Services <scag.service@ymail.com>, Gmt Bakcorp <bnskallkotco@gmail.com>, Jurie Nazareno <jurienazareno@gmail.com>

Greetings!

May I request for QUOTATION on the following:

General Cleaning of Aircon for Hyundai Starex VFM 604

Model: 2013 Hyundai Starex

Engine number: D4BHC023593

Chassis number: KMHWG81HACU493457

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

PR 2018-10-00097

Department of Budget and Management

Agency

Department: Administrative Service

PR No.: 18-209

Date: October 29, 2018

Section: General Service Division

SAI No.: 910

Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Installation of ^{car} tint, General cleaning of aircon and replacement of defective parts from aircon system	1		

Purpose: For the use and preventive maintenance of A/C of Hyundai Starex w/ plate no. VFM 604 assigned to GSD

	Requested by:	Approved by:
Signature:		
Printed Name:	ENGR. BARBEE STA BARBARA	THEA MARIE CORINNE F. PALARCA
Designation:	OIC Chief Administrative Officer	OIC Director, AS

Prepared by:

EDDIESON A. FORTUNA
Administrative Assistant V

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

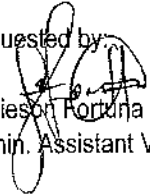
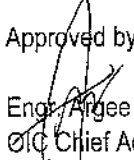
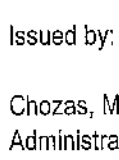
REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management
 Division/Unit : AS
 Office : AS
 Requisition

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

Stock No.	Unit	Description	QTY	Stock Available?		Issue QTY	Remarks
				Yes	No		
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
		Aircon cleaning			-		
	set	car tint	1		-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the use of Hyundai Starex w/ plate no. VFM 604 assigned to GSD

Signature : Requested by:  Approved by:  Issued by: 
 Printed Name : Eddison Fortuna Engr. Argee Sta. Barbara Chozas, Michael Dennis D.
 Designation : Admin. Assistant V OIC Chief Admin. Officer Administrative Officer IV
 Date :





DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

10-29-18-104

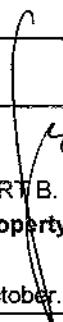
Date 10/29/2018 Vehicle / Plate No. Hyundai Starex VFM 604
Requisitioning Office/Dept. AS-GSD

Nature and Scope of Last Repair , if any :
First to install car tint, last aircon cleaning, Oct. 15, 2016

Complaints/Defects :
Air con unit and car tint

Parts /components to be Repaired / Replaced:
Installation of car tint / cleaning of aircon unit AND REPLACEMENT OF DEFECTIVE PARTS
FROM AIRCON SYSTEM

FINDINGS / OBSERVATIONS:
For maintenance


ROBERT B. MARASIGAN
Property Inspector

Date : October 29, 2018

Pre inspection # 104
1810197

RFM 604

AND MANAGEMENT HYUNDAI STAREX

FORM

JRF No: 196

Date: OCT. 25, 2018

ISD

Others (specify) CARTINT INSTALLATION,
GEN. CLEANING AIRCON,

Approved by:

Continuity / Uncertainty
Administrative Officer / Driver Bureau/Service/Office Head
To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: _____

INITIAL FINDINGS/WORKS TO BE DONE:
INSTALLATION CARTINT, GENERAL CLEANING OF AIRCON
AND REPLACEMENT OF DEFECTIVE PARTS FROM AIRCON SYSTEM

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

Quantity	Parts Name / Description
	<u>RECOVER DRIER</u>
	<u>CABIN FILTER</u>
	<u>EXPANSION VALVE FRONT & REAR</u>
	<u>AUXILIARY FAN MOTOR</u>

EVALUATED BY:
[Signature]
EDDIESON A. FORTUNA
Administrative Assistant V

APPROVED BY:
[Signature]
ENGR. ARCEE M. STA. BARBARA
OIC-Chief Administrative Officer, GSD

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 1,411,280.00
 Unit Description: HYUNDAI STAREX VAN (diesel, M/T)
 Date Acquired: March 15, 2013
 End-User: Spare

Red Plate:
 Security Plate: VHM-604
 Engine No. D4BHCO23593
 Chassis No. KMHWG81HACU493457

Date	Work / Repair Done	Amount	Total
2013			
13-May	1000 km check-up	7,427.00	
12-Nov-13	10,000 km check-up	15,535.00	
2014			
21-Mar	20,000 km check-up	4,018.00	
22-Apr-14	replacement of battery	6,170.00	
09-Jul-14	change oil	2,428.00	
15-Jul-14	replacement of brake pad (emergency)	6,385.39	
08-Sep-14	replaced bearing pilot and release, clutch discs, secondary clutch	28,890.00	
30-Oct	Purchase of floor matting	900.00	
30-Oct	alignment of door lock cable	400.00	
2015			
25-Feb	replacement of 4 tires w/ camber and		
26-Mar	general check-up and cleaning of aircon	11,010.00	
06-May	Complete engine service	5,685.00	
23-Sep	replacement of auxiliary fan motor		
03-Jul	replacement of 3smf battery	7,365.00	
30-Oct	Change oil		
2016			
17-Mar	complete engine service	6,020.00	
25-Aug	Change oil	4,597.00	
15-Oct	replacement of aircon parts, expansion valve filter drier, air cleaner oring ac oil freon	16,030.00	
11-Nov	General check-up and replacement of defective parts	71,605.00	
2017			
30-Mar	Emergency replacement of defective head light bulb	700.00	
30-Jun	Change oil and oil filter	7,584.00	
29-Aug	Replacement of defective battery	7,500.00	
	Replacement of 4 tires		
2018			
08-Jan	Tire mounting	400.00	
11-Jun	Replacement of secondary and primary clutch	8,402.00	
16-Jul	Complete engine service	4,369.00	

RUSH!!



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

PO #: 2018-206

Administrative Service (AS) and Finance Service (FS)
 TRANSMITTAL AND ACTION SLIP
 "Please do not detach from the request form"

Subject: General Aircon Cleaning and Replacement of Defective Parts for Hyundai
 End User: Stonex VFM 604

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
10/30	pmd	DIA PALARA	10/31	FOR SIGNATURE
10/31	pmd	FS-BUDGET		MAY WE REQUEST THAT THE BTMS PROCESS WILL BE TO FOLLOW & PO NEEDED TO BE OBLIGATED TODAY
				THANKS,
10/31	flw	MANUEL	10/31	
11/5	pmd	FS-BUDGET	11/5	BTMS PO DONE - FOR OBR

No. of Day/s Completed:

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: Frigid Zone Auto Aircon Specialist Co.
 Title of Project: General Aircon Cleaning and Replacement of Defective Parts for Hyundai Storex VFM 604
 Contract Cost: 19,300

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	18-1709
2.	<input checked="" type="checkbox"/>	Pre-Inspection Report	} HP
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. Macaronay
 Print Name & Signature

6/21/10
 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"/>	FSMI (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