



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

PURCHASE ORDER NO. 2018-209

Supplier: Frigid Zone Auto Aircon Specialist Co.	Date: November 9, 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	Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017	1	₱ 39,000.00	₱ 39,000.00

(Total Amount In Words)
Nineteen Thousand Three Hundred Pesos ₱ 39,000.00

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]*
 Signature over Printed Name of Supplier
11 / 15 / 2018
 Date

[Signature]
THEA MARIE CORINNE F. PALARCA
 OIC, Director, Administrative Service MAO
 Authorized Official
 (Representing End User)

Funds Availability Certified by: <u><i>[Signature]</i></u> ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>021011012018-11-2618</u> Amount : <u>₱ 39,000.00</u> Date : <u>11/12/18</u>
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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 CONDITION S
(PURCHASE ORDER)**

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

2. AWARDDEE 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 AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE 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 AWARDDEE 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 AWARDDEE 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 AWARDDEE, 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE 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 AWARDDEE 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**:

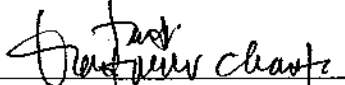
Per attached Purchase Order No. 2018-209, we hereby notify you that your Office may proceed with the delivery of the project "*Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017*", upon receipt and acceptance of this Notice.

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 MAN


Conforme / Date 11/15/2018



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

NOTICE OF AWARD

November 09, 2018

Ms. Tonet Murchante

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

Dear **Ms. Murchante**:

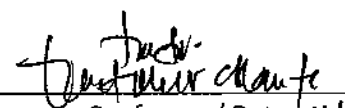
We are pleased to inform you that the project "*Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017*", is hereby awarded to your company in the amount of Thirty Nine Thousand Pesos (P 39,000.00).

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 MAP


Conforme / Date 11/15/2018

OBLIGATION REQUEST AND STATUS**Department of Budget and Management**

No. : 011011012018-11-002618

Date : November 12, 2018

Fund : (01101101) Regular Agency Fund -
General Fund - New General
Appropriations - Specific Budgets
of National Government Agencies

Payee	003-924-236-000 - FRIGID ZONE AUTO AIRCON SPECIALIST CO.			
Office				
Address				
Responsibility Center	Particulars	MFO/PAP/KRA	Object Code	Amount
060010100000-03-05.Or ganization, Position Classification and Compensation Bureau	AIRCON CLEANING AND REPLACEMENTS OF DEFECTIVE PARTS OF TOYOTA INNOVA PLATE NO. ABE 1017 BTMS#OBL-2018-11-000006.	310100100002000	(50213060-01)	39,000.00
	Total			39,000.00

A. Certified: Charges to appropriation / allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature :

Printed Name : THEA MARIE CORRINE F. PALARCA

Position : OiC-Director, AS
Head, Requesting Office/Authorized Representative

Date : Nov 12 2018

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

Signature :

Printed Name :

Position : Head, Budget Unit/Authorized Representative

Date :

STATUS: IN PROCESS

STATUS OF OBLIGATION

Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payable	Payment	Amount	
						Balance Not Yet Due	Due and Demandable
11/12	AIRCON CLEANING AND REPLACEMENTS OF DEFECTIVE PARTS OF TOYOTA INNOVA PLATE NO. ABE 1017 BTMS#OBL-2018-11-000006.	011011012018-11-002618	39,000.00		0.00	0.00	39,000.00



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-2018-11-00006
Address:	52 Holy Spirit Drive, Don Antonio Heights, 0	PO Date:	November 09, 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-2018-10-00098
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	Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017 assigned to Dir. Gerald Janda	1.00	39,000.00	39,000.00
Total				₱	39,000.00

(Total Amount in Words) **THIRTY NINE THOUSAND 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	Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017 assigned to Dir. Gerald Janda	10/01/2018	10/31/2018		1.00

2

ABSTRACT OF QUOTATIONS

Project Title: Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017

ABC: 49,000

Date: November 09, 2018

Qty	Unit	Particulars	Frigid Zone Auto Aircon Specialist Co. 287-2930		Offered Specifications	Toyota Manila Bay Corporation 581-6171		Berovic Marketing and Car Aircon Specialist 742-1059 09955022768	
			Unit	Total		Unit	Total	Unit	Total
1	lot	Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017	₱ 39,000.00	₱ 39,000.00	Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017 Berovic Marketing and Car Aircon Specialist - confirmed that parts are not original	₱ 59,706.00	₱ 59,706.00	₱ 31,250.00	₱ 31,250.00
Total Price				₱ 39,000.00		₱ 59,706.00		₱ 31,250.00	
Ranking				1		2		3	
Remarks			Frigid Zone Auto Aircon Specialist Co., having the lowest responsive quotation, considered as the awardee.						

Prepared by:

Reviewed by:

Approved by:

MARCO A. DAVID
Administrative Officer II

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**



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

11/09/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Frigidzone 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
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1	lot	Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017	₱ 39,000.00	₱ 39,000.00
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Total: ₱ 39,000.00

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

Quoted by:

Tonet Murchante
Printed name & Signature
Estimator
Position/Title

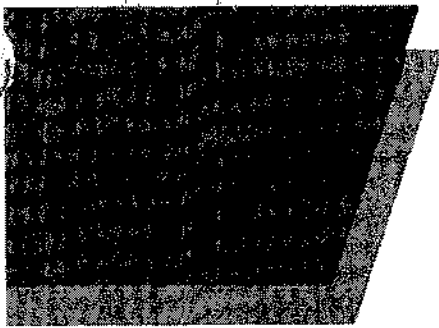
Canvassed by:

Marco A. David
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.



FRIGID ZONE

THE AUTO AIRCON SPECIALIST
SINCE 1993

Our Rule is to Keep You Cool

Department of Budget and Management
General Solano St., San Miguel, Malacañang, Manila
Tel No: 657-3300 local 3115

Attention: Mr. Marco David
Public Servant
Procurement Management Division

Toyota Innova ABE-1017

Scope of work:

Pull down evaporator dual For general cleaning Add capilla oil, vacuum of lines. Recharge Freon gas R134a.	}	3,000
Replace Compressor Toyota Innova Denso Original	-	23,000
Replace Expansion Valve Front and Rear	-	4,000
Replace filter drier	-	1,000
Flushing of system	-	500
Replace Cooling coil Toyota Innova Front Denso Original	-	7,500
Total:		39,000

Parts and Labor: One Year Warranty
All parts are brandnew original.

Job Estimated by: Tonet Murchante

CONFORME:


MARCO A. DAVID
Procurement Management Division

 19 Congressional Extension
cor. Visayas Avenue
Pasong Tamo, Quezon City

 (02) 287-29-30

 frigidzone.visayas@gmail.com

 fb.com/FrigidZoneAutoAircons

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: Frigid Zone Auto Aircon Specialist Co.
 Title of Project: Basic Aircon Cleaning and Replacement of Degradive Parts for Toyota Innova ABE 10:
 Contract Cost: 39,000

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	18-711
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	18-209 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.	po back BTMS po

Received checked items:

M. Mollana

Print Name & Signature

11/12/10

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"/>	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



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

11/09/2018

Date

REQUEST FOR PRICE QUOTATION

Company
Toyota Manila Bay Corporation

Tel. No. 581-6171

Fax No. 581-6123

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

Quantity	Unit	Item/s	Unit Price	Total Price
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1	lot	Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017	₱ 59,706.00	₱ 59,706.00
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Total: ₱ 59,706.00

Very truly yours,

Joyce D. Labao
JOYCE D. LABAO

Off-Chief Administrative Officer, PMD

Quoted by:

Sherman Bob Caruana

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. Please see attached.

TOYOTA MANILA BAY CORP.
ROXAS BLVD. COR. EDSA EXTN. BLVD. 2000, PASAY CITY
TEL. # 5816171 FAX # 5816123

JOB ESTIMATE SHEET

<i>Customer Details</i>		<i>Vehicle Details</i>	
Registered Owner:	DEPT. OF BUDGET	Vehicle Model:	INNOVA
Contact Number:		Plate Number:	ABE1017
Address:		Delivery Date:	
Contact Person:		Model & Color Code:	
Contact Number:		Frame Number:	
Date Estimated:	Friday, 9 November 2018	Engine Number:	

JOB DESCRIPTION

	Parts Price	Materials Price	Labor Price
<i>AIRCON MAINTENANCE / CLEANING</i>			Php5,200.00

PARTS TO BE REPLACE:

FRONT EVAPORATOR	5237
EXPANSION VALVE	3388
REAR EXPANSION VALVE	1471
CABIN FILTER	1100
R. DRIER TANK	3233
ORING BIG	612
ORING MEDIUM	558
ORING SMALL	396
COMPRESSOR ASSY	30852

MATERIALS:

BACKTAKLEEN	Php1,027.00
FREON R134A	Php2,688.00
PAG OIL	Php1,600.00
COILWASH	Php600.00
CORKTAPE	Php600.00
MISC, SANDPAPER, RAGS	Php360.00
E/G DETAILING	Php784.00

NOTE: EVAPORATOR AND AIRCON COMPRESSOR IS UPON INSPECTION

ESTIMATED TIME OF WORK 5-7 DAYS

COST OF REPAIRS

REMINDER ☰ This estimate is not valid in court. ☰ All old materials & replaced parts not claimed in 7 days after completion of work will be disposed off by managemnet ☰ All hidden damaged portion and parts additional are not included in this estimate ☰ Price Quote herin are subject to change without prior notice	Total Labor	Php5,200.00
	Total Parts	Php46,847.00
	Total Materials	Php7,659.00
	Total Cost of Repair	Php59,706.00
<i>All prices are inclusive of 12% vat</i>		

SHERMAN "BOB" CARUANA

Estimator

Customer Approval



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

10/29/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Berovic Marketing and Aircon
Specialist

Tel. No. 9955022768

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 1017	₱ 31,250.00	₱ 31,250.00

Total: ₱ 31,250.00

confirmed that parts are not original

Very truly yours,

JOYCE D. PABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Tina Ibasco

Printed name & Signature
Service Representative

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
sms, 09955022768.

PURCHASE REQUEST

Department of Budget and Management

Agency

Department: DBM
Section: OPCCB

PR No.: 18-70
SAI No.:

Date: *Oct 29, 2018*

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Repair of Toyota Innova w/ plate no. ABE1017	1	40,000.00	40,000.00
		<i>CLEANING OF AIRCON, REPAIR AND REPLACEMENT OF DEFECTIVE PARTS FROM AIRCON SYSTEM</i>			
		<i>Toyota Innova SHP 899 ABE 1017</i>			
					40,000.00

Purpose: Repair of toyota Innova with plate no. ABE 1017 assigned to Dir. Janda

Requested by:	Approved by:
<i>Jessie James N. Andal</i>	<i>Gerald R. Janda</i>
Signature:	Signature:
Printed Name: JESSIE JAMES N. ANDAL	Printed Name: GERALD R. JANDA
Designation: Administrative Aide IV	Designation: Director IV

Received: 11/9/18

- 1. RIS FOR SIGNATURE
- 2. PURCHASE REQUEST
- 3. BTMS ₱40,000

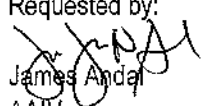

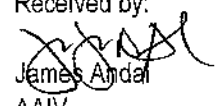
REPUBLIC OF THE PHILIPPINES
 Department of Budget and Management
 General Solano Street, San Miguel, Manila

REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management Fund Cluster :
 Division/Unit : OPCCB Responsibility Center Code :
 Office : OPCCB RIS No. : OPCCB

Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	pc	Compressor	1		-		
	pc	Evaporator front	1		-		
	PCS	EXPANSION VALVE	2		-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the correlative of Toyota Innova w/ plate no. ABE 1017 assigned to Dir Janda

Signature :	Requested by:	Approved by:	Issued by:	Received by:
				
Printed Name :	James Andar	Gerald Janda	Chozas, Michael Dennis D.	James Andar
Designation :	AAIV	Director	Administrative Officer IV	AAIV
Date :				



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

10-29-18-107

Date 10/29/2018 Vehicle / Plate No. Toyota Innova ABE 1017
Requisitioning Office/Dept. AS-GSD

Nature and Scope of Last Repair, if any :
Last time to clean aircon unit, March. 06, 2018

Complaints/Defects :
Aircon Unit

Parts /components to be Repaired / Replaced:
compressor, Evaporator, Freon, EXPANSION VALVE

FINDINGS / OBSERVATIONS:
For maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : October 29, 2018

ARE 1017



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

TOYOTA INNOVA

JRF No: 195
Date: OCT. 25, 2018

MOTOR VEHICLE ASSIGNED TO OPCLB DIR. JANCA

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery
- Change Tire
- Aircon Repair
- Engine Repair
- Others (specify) _____

Requested by: [Signature]
Administrative Officer / Driver

Approved by: [Signature]
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: _____

INITIAL FINDINGS/WORKS TO BE DONE:

REPLACEMENT OF DEFECTIVE PARTS FROM AIRCON SYSTEM

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

Quantity	Parts Name
1 PC	COMPRESSOR
1 PC	EVAPORATOR FRONT
1 OT	FREON
	EXPANSION VALVE

PRE INSPECTION # 1017

1810200

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

APPROVED BY: [Signature]



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

P #: 2018-209

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

Frigid Zone Auto Aircon
Specialist Co.

Subject: Basic Aircon Cleaning and Replacement of Defective Parts for Toyota Innova ABE 101
End User: OPCCB

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
11/9	MARCO	MR ESCARINA	11/9	FIR SIGNATURE
11/9	PMD	DIR. PALARCA	11/9	FIR SIGNATURE
11/12	MW	MARQUEZ	11/12	

No. of Day/s Completed: