



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

**PURCHASE ORDER NO. 2018-224**

Supplier: InfoBahn Communications Inc.	Date: December 13, 2017
Address: 2/F DRB (Fil-American) Building, Aurora Blvd, cor La Salle st., Cubao, Quezon City	Mode of Procurement: Small Value Procurement
TIN: 004-840-797-000	

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
Date of Delivery: Within 20 working days upon receipt of PO	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pcs	Supply and Delivery of UPS for Various Offices IV (IAS, AS-HRMD) UPS	5	2,000.00	10,000.00

(Total Amount In Words)  
 Ten Thousand Pesos 10,000.00

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: ARIES-AL DELA OROZ  
 Signature over Printed Name of Supplier  
12/21/2018  
 Date

THEA MARIE CORINNE F. PALARCA  
 Director IV, Administrative Service **MAD**  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by: <u>ESPERANZA Q. IGNACIO</u> Chief Accountant	OS No : <u>021011012018-K-2976</u> Amount : <u>₱ 10,000.00</u> Date : <u>12/17/18</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



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

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(Total Amount In Words)  
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Very truly yours,

Conforme:

ARIES-AL DELA CRUZ  
 Signature over Printed Name of Supplier  
 12/21/2018  
 Date

THEA MARIE CORINNE F. PALARCA  
 Director IV, Administrative Service **MAD**  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by: <u>ESPERANZA Q. IGNACIO</u> Chief Accountant	OS No : <u>021011012018-12-2976</u> Amount : <u>P 10,000.00</u> Date : <u>12/17/18</u>
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Distribution of Copies:  
 / / Original copy for the Supplier's Conforme  
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 / / 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:

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

  
\_\_\_\_\_  
AWARDEE

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**

December 13, 2018

**Ms. Richel B. Agripa**

InfoBahn Communications Inc.  
2/F DRB (Fil-American) Bldg.,  
Aurora Blvd., corner La Salle Street,  
Cubao, Quezon City,

Dear Ms. Agripa:

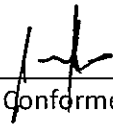
Per attached Purchase Order No. 2018-224, we hereby notify you that your Office may proceed with the delivery of the project *"Supply and Delivery of UPS for Various Offices IV"*, upon receipt and acceptance of this Notice.

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  
Director IV, Administrative Service *mas*

  
12/21/2018  
Conforme / Date



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

**NOTICE OF AWARD**

December 13, 2018

**Ms. Richel B. Agripa**  
InfoBahn Communications Inc.  
2/F DRB (Fil-American) Bldg.,  
Aurora Blvd., corner La Salle Street,  
Cubao, Quezon City,

Dear **Ms. Agripa**:

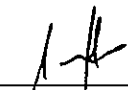
We are pleased to inform you that the project *"Supply and Delivery of UPS for Various Offices IV"*, is hereby awarded to your company in the amount of Ten Thousand Pesos (P 10,000.00).

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**  
Director IV, Administrative Service MAD

 12/21/2018  
\_\_\_\_\_  
Conforme / Date



**ABSTRACT OF QUOTATIONS**

Project Title: Supply and Delivery of UPS for Various Offices IV  
 ABC: 12,195  
 Date: December 13, 2018


Qty	Unit	Particulars	Infobahn Communications Inc. 913-8888		Offered Specifications	Columbia Technologies Inc. 524-0393 local 203		PC Express SMI Manila 0925-7107645   994-5836		Intellyx IT Solutions 9171101106   577-8115	
			Unit	Total		Unit	Total	Unit	Total	Unit	Total
5	pcs	Supply and Delivery of UPS for Various Offices III	2,000.00	10,000.00	Supply and Delivery of UPS for Various Offices III	2,056.00	10,280.00	2,700.00	13,500.00	3,000.00	15,000.00
<b>Total Price</b>				<b>10,000.00</b>		<b>10,280.00</b>		<b>13,500.00</b>		<b>15,000.00</b>	
<b>Ranking</b>				<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
<b>Remarks</b>			<b>Infobahn Communications Inc., having the lowest responsive quotation, considered as the awardee.</b>								

Prepared by:

Reviewed by:

Approved by:

**MARCO A. DAVID**  
 Administrative Officer II

  
**JOYCE D. LABAO**  
 OIC-Chief Administrative Officer, PMD

  
**THEA MARIE CORINNE F. PALARCA**  
 Director IV, Administrative Service **MDS**



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

12/13/2018

Date

REQUEST FOR PRICE QUOTATION

Company

InfoBahn Communications Inc.

Tel. No. 913-8888

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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5	pcs	UPS 1000 VA	₱ 2,000.00	₱ 10,000.00
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Total: ₱ 10,000.00

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Richel B. Agripa

Printed name & Signature

Inside Sales Support

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.





2/F DRB (Fil-American) Bldg.  
Aurora Blvd. Cor La Salle St.  
Cubac, Quezon City, 1109  
T : 913-8888 F : 325-8890

December 10, 2018

Proposal Reference No.: 18-12-1754

Mr. Marco A. David  
Public Servant  
DEPARTMENT OF BUDGET AND MANAGEMENT  
General Solano St., San Miguel, Malacañang, Manila

Dear Ma'am,

Thank you for your interest in Infobahn Communications Inc. Per your request, we are pleased to submit to you our price for your review and approval.

No. of Item	Model Description	Qty	Unit Price	Total Price
1	EP650LI Epica 650VA/360W, with USB Port, Line Interactive, Tower UPS	3	2,000.00	6,000.00
		<b>TOTAL:</b>		<b>6,000.00</b>

**TERMS AND CONDITIONS:**

**PRICE**

Prices are in Peso (Php), FOB Manila and are inclusive of the twelve-percent (12%) Value Added Tax (VAT).

**TERMS OF PAYMENTS**

30 days

**DELIVERY**

7 to 10 days if on-stock, Otherwise Order-Basis 30-45 days

**WARRANTY**

2 years warranty

**VALIDITY**

All Prices Herein are valid for [Thirty] [30] Days from Date of Proposal, Thus All Prices are subject to confirmation Thereafter.

**NOT INCLUDED IN WARRANTY**

costs of such repair or replacement shall be charged to the client, to wit:

Accident, negligence, abuse, misuse, misapplication, incorrect connection, or improper use on the part of any person other than the staff of the vendor

Excessive voltage/current of main supply.

Fire, flood, lightning, or any act of God or any other cause beyond the control of either the client or the vendor

The client's failure to maintain proper on-site environment conditions for the Equipment or the other apparatus

Repair or alteration work performed by other parties other than vendor's representative

**CANCELLATION**

InfoBahn Communications will charge for canceled PO amounting to 35% of the total cost.

Should there be further queries, please feel free to call us at 913-8888 to 89 or e-mail us at richel@ibahn.net.ph for us to be able to address your concerns immediately.

We sincerely look forward to be of service to you and your company.

Very truly yours,

  
Richel B. Agripa  
Inside Sales-Support



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

12/13/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Columbia Technologies Inc.

Tel. No. 524-0393 local 203

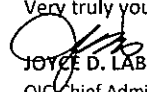
Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
5	pcs	UPS 1000 VA	₱ 2,056.00	₱ 10,280.00

Total: ₱ 10,280.00

Very truly yours,

  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:


Ace 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.



1136-1146 J. Nakpil St.  
Malate II, Manila  
1004 Philippines  
Tel. (632) 524-03-93 to 94  
Loc. 202  
Telefax: (632) 400-47-29

**Company Name: DEPARTMENT OF BUDGET AND MANAGEMENT**

Address: Gen. Solano St., San Miguel, Manila

Attention: Marco David  
Procurement Dept.

Dear Sir,

Good Day! We are pleased to submit our quotation for the supply and delivery of the following for your evaluation and approval. Prices and availability quoted and are subject to change without prior notice.

Part No.	Product/Description	Qty.	Unit Cost	Total Cost
	PSA650 SOHO Liebert PSA ITON 650VA 230V AVR Universal Sockets Warranty: 2 year UPS, 2 years battery	3	P2,056.00	P6,168.00

Availability: Limited Stock @ supplier

Terms: 30 days

Delivery: 3 – 5 Days if on-stock upon receipt of the PO, otherwise 30 – 45 Days.

Should you have any question regarding the proposal, please feel free to call me.

Thank you and best regards.

Very truly yours,

Ace A. Moriska  
Sales Executive  
amorriska@cti.philcom.net  
Phone #: 524-0393 loc. 203  
Fax #: 400-47-29 & 400-47-30  
CP#: 0933 382 7535

**Conforme:**

\_\_\_\_\_  
Signature over Printed Name

Note: If signed, this will serve as  
you Temporary Purchase Order.



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

12/13/2018

Date

REQUEST FOR PRICE QUOTATION

Company

PC Express SM Manila

Tel. No. 0925-7107645 | 994-5836

Fax No.

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

Quantity	Unit	Item/s	Unit Price	Total Price
5	pcs	UPS 1000 VA	₱ 2,700.00	₱ 13,500.00

**Total:** ₱ 13,500.00

Very truly yours,

*Joy D. Labao*  
JOY D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Jan Gilbert Ramos

Printed name & Signature

Sales Consultant

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.



www.pcc.com.ph

SM CITY MANILA

CZ109 LGF CYBERZONE SM CITY MANILA, QUIAPO MANILA

0925-7107645 /994-5836

Customer Name: Marco David
Address: MANILA
Attention:

We are submitting this formal quotation for your consideration. The components listed herein are according to your specifications. We thank you for your interest in us and look forward to doing business with you. Please feel free to call us for any inquiries.

Table with 4 columns: Qty, ItemDescription, UnitPrice, NetAmount. Row 1: 3, APC BX650LI-MS 650VA UPS, 2,700.00, 8,100.00. Row 2: GrandTotal, 8,100.00

PLEASE CALL FOR STOCK AVAILABILITY BEFORE MAKING A PURCHASE ORDER.

PLEASE READ:
TERMS AND CONDITIONS:

- 1. Price/ Quotation Validity: One (1) Day only.
2. Warranty: One (1) year warranty (Please refer to our Warranty Slip).
3. Delivery: 2-7 days upon receipt of P.O. if stock is available. PC express is not liable for any freight charges and/ or damages incurred during shipment done by third party.
4. Service charges: Assembly Fee: =Php 500 per unit: Delivery Fee = Php 500/ trip within 5 kilometres radius. Onsite service is allowed within Metro, Manila only (subject for approval).
5. Payments: Cash item/s will be release immediately. Check payments- 3-4 bank clearing days for local checks, and 7-8 bank clearing days for regional checks. Please make checks payable to ZAGATO CORP. For bank -to-bank deposit, kindly present machine validated deposit slip for verification before item/s will be released.
6. The company reserves the right to decline any return or exchange when deemed necessary.
7. NO RECEIPT, NO WARRANTY.
8. PC EXPRESS is not liable for any freight charges and damages incurred during shipment done by third party.
9.

PLEASE MAKE CHECKS PAYABLE TO ZAGATO CORP.
FOR METRO MANILA
Metro Bank Account No.: (URQUAN INC.) - 475-3-47550155-2
BDO No.: (ZAGATO CORP.) - 4600-152-177

PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

JAN GILBERT RAMOS

EDMOND MACASINAG

\_\_\_\_\_

SALES CONSULTANT

HEAD/ OIC

CONFORME

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

12/13/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Intellyx ICT Solutions

Tel. No. 9171101106

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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5	pcs	UPS 1000 VA	₱ 3,000.00	₱ 15,000.00
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Total: ₱ 15,000.00

Very truly yours,

  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

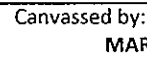
Maureen Fausto

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.



Intel

| tech@intellyxict.com | sales@intellyxict.com

Marco David  
DBM

Thank you for your interest in our services and for requesting additional information.

We trust that you have all the necessary information you need to make an informed decision about your company.

We are pleased to submit our proposal for your company.  
This proposal is a direct response to the specifications you supplied,  
and we reserve the right to adjust our bid if you find it necessary to adjust you specifications.

In the succeeding pages, we have outlined our proposed key solutions based on the requirements.  
We believe that Intellyx ICT can be the strategic IT solution partner to help your company harness technology to bring about massive increase in productivity and profitability.

If you need additional information, please contact me at 09171101106 or by email at mfausto@intellyxict.com. Signed proposals can be scanned and email also to: sales@intellyxict.com.

For more additional information, you can check our website at [www.intellyphxict.com](http://www.intellyphxict.com).

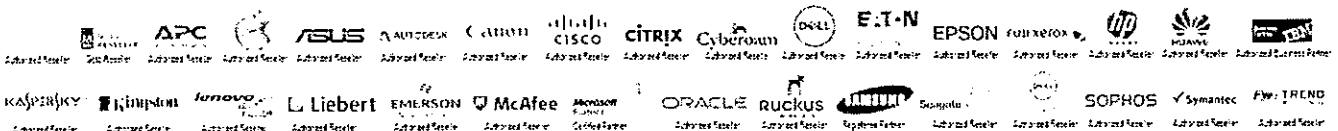
We look forward to being of service to you and hearing from you in the near future.

Sincerely,

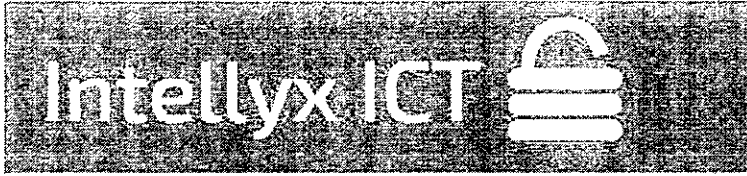
**Maureen Fausto**  
Account Manager

Conforme: \_\_\_\_\_ Date: \_\_  
Authorized Signature Over Printed Name

Intellyx IT Solutions  
Other products:







**Intell**

| tech@intellyxict.com | sales@intellyxict.com

Quote Number: QN010005

*Revised from:*

Customer Name: DBM

Qty	Product and Description	Unit Price	Total Price
1	UPS UPS 650VA (emerson PSA650-SOHO)	3,000.00	3,000.00
Final price (Delivery, Billing, acknowledgement receipts)		Subtotal	3,000.00

*Vat inclusive*

12% Vat

**Grand Total (Sales Invoice)** 3,000.00

Pricing per year is all inclusive

**Intellyx**

**Intell**

| tech@intellyxict.com | sales@intellyxict.com



**TERMS AND CONDITIONS:**

**VALIDITY:**

Pricing is Vat Inclusive with option for DR pricing and valid for ten (7) days only from the date of quotation and are subject to change without prior notice.

**TERMS OF PAYMENT:**

COD Cash on Delivery | Bank to Bank Deposit | Other approved terms below.  
70% Down payment upon purchase order; 30% PDC upon delivery.  
Terms will be handled upon on the next transaction of base on arrangements.

**CONDITION:**

No returns will be accepted after delivery except defective within warranty period.  
Installation and maintenance support services are based on the arrangement of the sales and  
Premium services are chargeable and will serve at a different pricing

**DELIVERY:**

Maximum of 30 days from the date of purchase order if on stock, otherwise 45-60 days.

**TECHNICAL SUPPORT:**

FREE Standard 1-year support services.  
First level -- 8x5 Next Business day  
Phone, Email, Web, Remote assistance only  
On-site support is on per request basis with corresponding fee and service job order.

**CANCELLATION:**

Order is firm and not cancellable. Intellyx IT Solutions will charge 100% of the total cost of the cancelled PO and Conforme.

**PAYMENT INFORMATION:**

All Check payments should be made payable to: INTELLYX IT SOLUTIONS

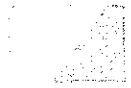
**BANK DETAILS:**

Bank Name: East West Bank

Bank Name: BOC

BANK NAME: East West Bank  
Account Name: Intellyx IT Solutions  
Account Type: Regular Peso Savings  
Account Number: 200027196771

BANK NAME: RBCB  
Account Name: Intellyx IT Solutions  
Account Type: Regular Peso Savings  
Account Number: 9023-304-878



**Intellyx**



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 :  
 Office : IAS

Fund Cluster :  
 Responsibility Center Code :  
 RIS No. :

Requisition			Stock Available?		Issue		Remarks
Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	pc	UPS	3 <i>Brand</i>		-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: Replacement for the Director's and Ms. Curbita's UPS

Requested by: *[Signature]* Approved by: *[Signature]* Issued by: Received by:

Signature : JOVEN A. PURGANAN DANTE B. DE CHAVEZ

Printed Name : JOVEN A. PURGANAN DANTE B. DE CHAVEZ

Designation : Administrative Officer III Director IV, IAS

Date : 11/8/2018 11/8/2018

**NO STOCK AVAILABLE**  
 Noted By: *[Signature]*

**Department of Budget and Management**

**Request for Repair of Computer/Peripherals (RRC/P)**

Print or type appropriate Items.

Kayako Ticket Number: 8838

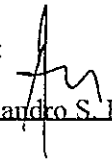
Bureau/Office <b>IAS</b>	Division	Administrative Officer (Name & signature)	Date of Request November 6, 2018
Item(s) for Repair/ Maintenance		Serial Number	Property Number
KEBOB POWER-GRADE PLUS 650 AVR  Problem: No power, LED indicators off		6501406171882	IT-12-E-14-78-62

**Information and Communications Technology Systems Service (ICTSS)  
Recommendation/s**

The equipment(s) as listed in RRC/P No. \_\_\_\_\_ have been inspected on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM/PM. Based on findings, the following are hereby recommended.

CODE	ITEMS						RECOMMENDATION
	CPU	MONITOR	PRINTER	KBOARD	UPS/AVR	OTHERS	
A							For pull out to ICTSS for further diagnostic/cleaning/repair
B							For service under warranty Dated _____.
C					X		For repair to accredited service center .

Noted by: \_\_\_\_\_

Recommended by:   
\_\_\_\_\_ Celso Alejandro S. Estioco

Administrative Officer

To be accomplished after extensive inspection and/or servicing of authorized Service Center.

F - || for replacement of defective/worn -out parts (Ref RIV No. \_\_\_\_\_ dated \_\_\_\_\_)

No Power Sign even Light are Off

Brand Name: KEBOB

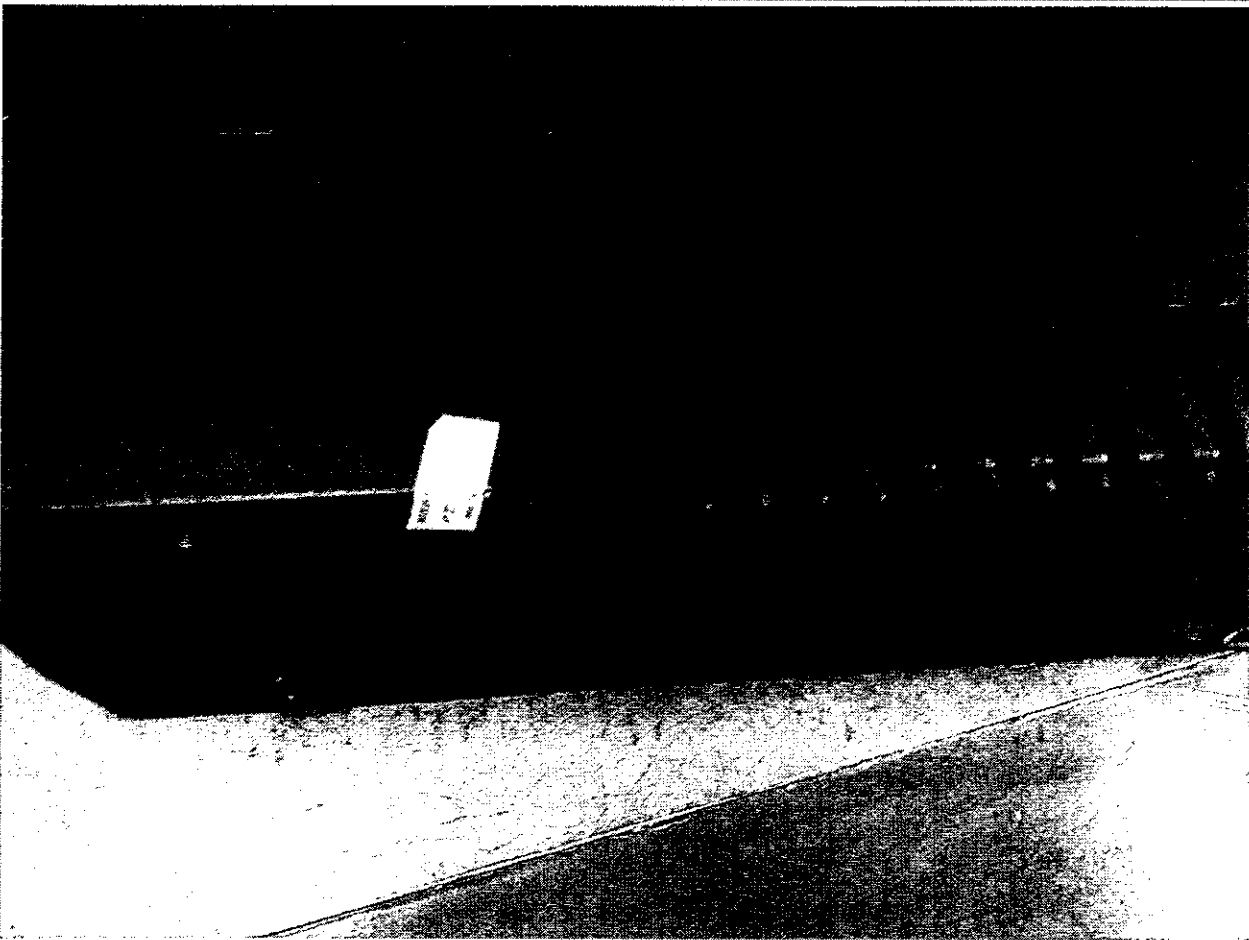
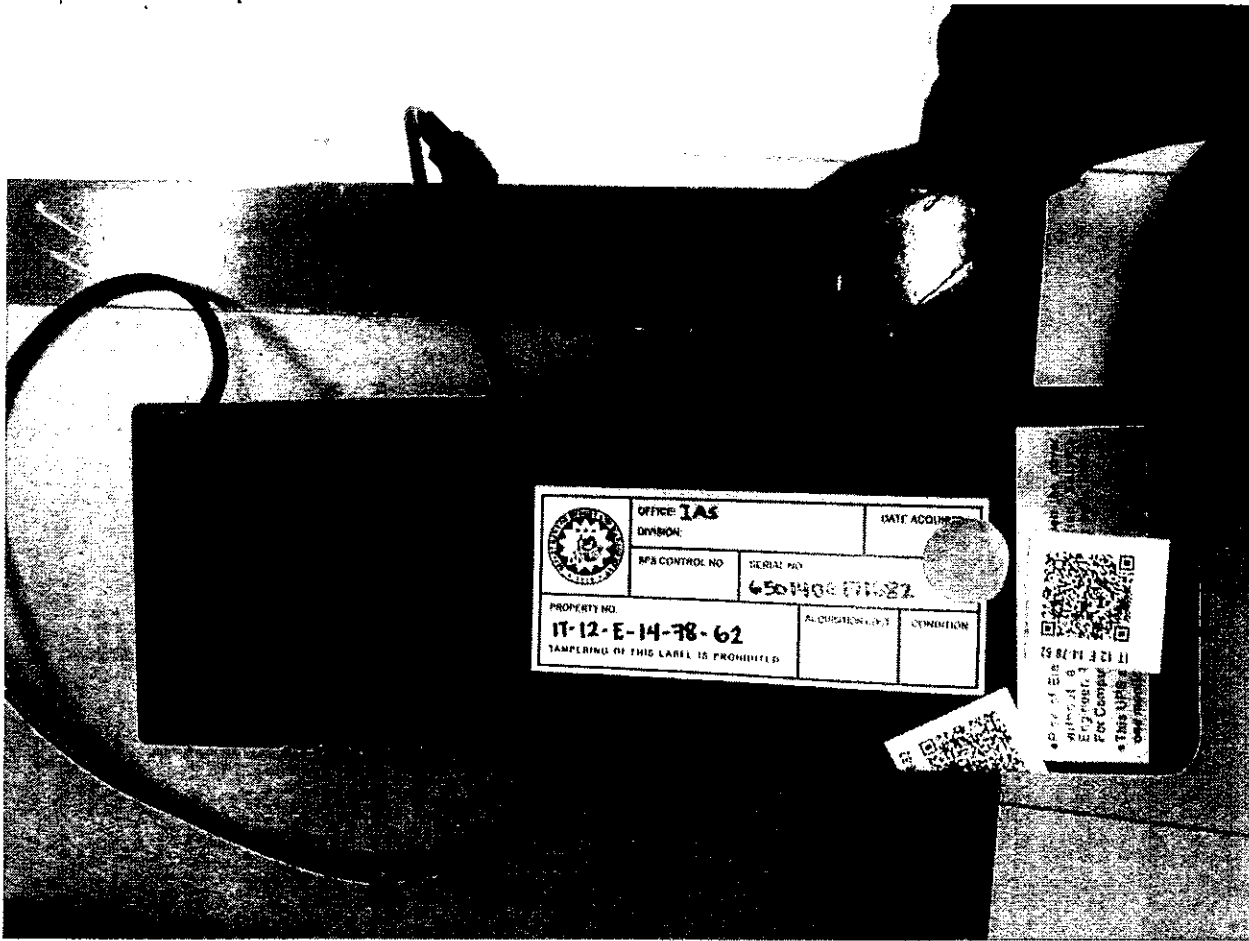
Model: Power-Garde Plus 650VR

Property No: IT-12-E-14-78-62

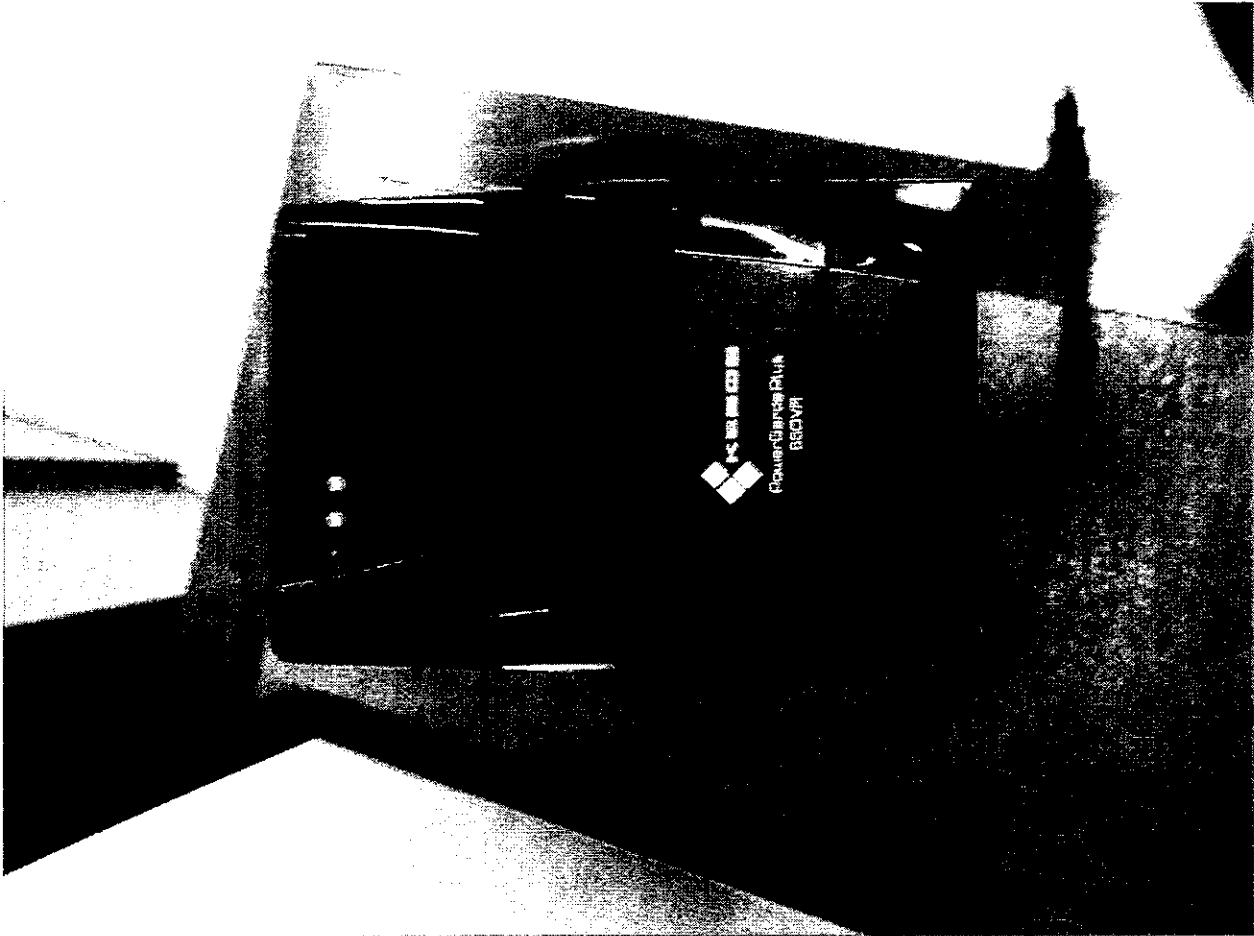
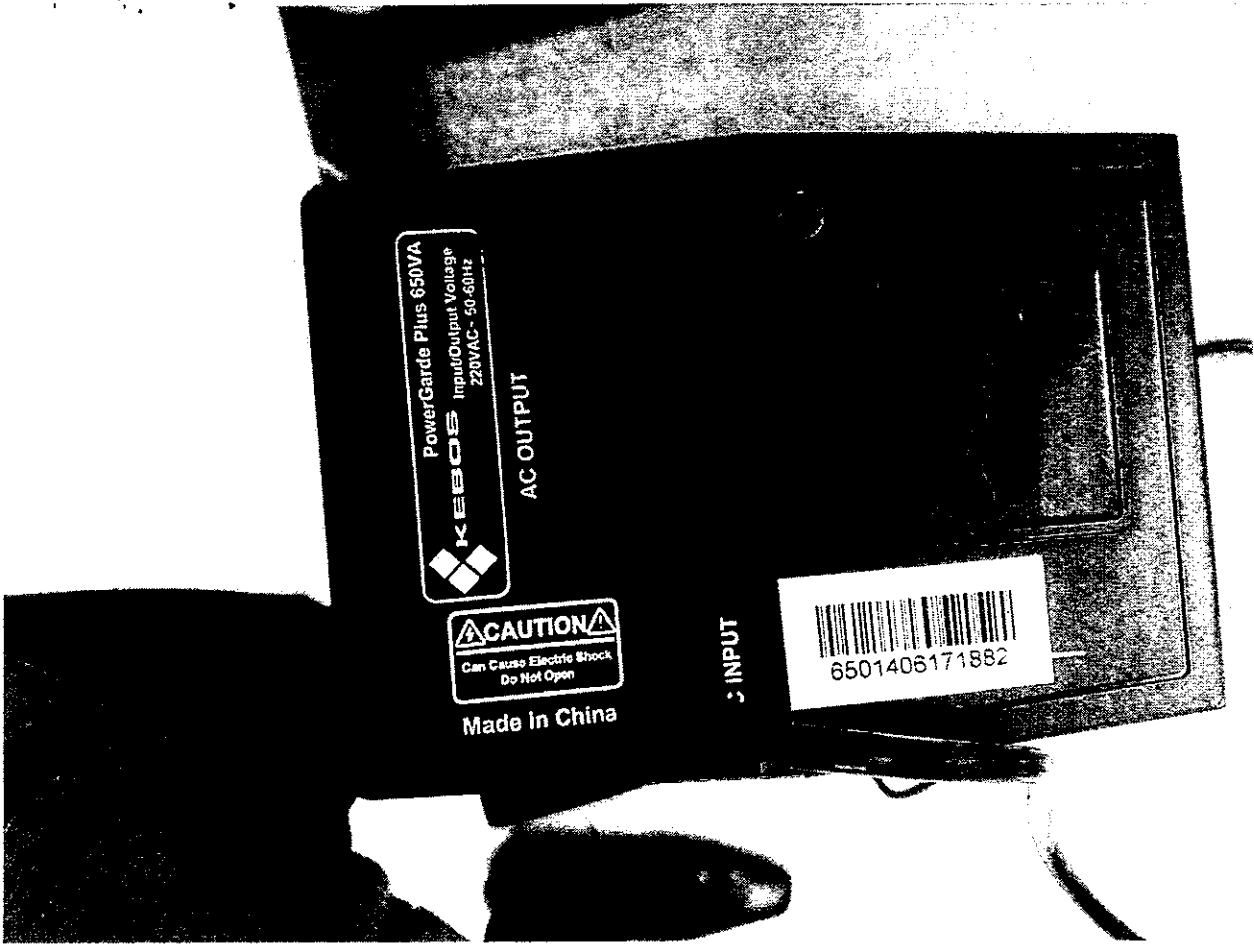
Serial:

Office: IAS

Requested by: Lovely S. Ruanto









REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACANANG, MANILA

Date: 11/6/18

**TO THE GATE GUARD**

of Bldg III + to the  
Gate Guard of Bldg II

Please allow the bearer Bienvenido Pines Jr.

of IAS  
Office

to bring out the item(s) below for delivery to ICTSS up Sam

1. (7) UPS - Property# IT-12-E-14-78-62
2. Serial # 4501906171882
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

Approved:

Ms. Teresita N. Solawio

AO Designate

(Signature over Printed Name)

PROPERTY OFFICER

**Request for Repair of Computer/Peripherals (RRC/P)**

Print or type appropriate Items.

Kayako Ticket Number: 9025

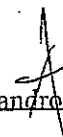
Bureau/Office IAS	Division	Administrative Officer (Name & signature)	Date of Request November 8, 2018
Item(s) for Repair/ Maintenance		Serial Number	Property Number
UMART UPS  Problem: Continuous beeping sound when battery feed button is being pressed.		300484	IT-12-E-14-28-20

**Information and Communications Technology Systems Service (ICTSS)  
Recommendation/s**

The equipment(s) as listed in RRC/P No. \_\_\_\_\_ have been inspected on (date) Nov. 8, 2018 at (time) 1:51 AM/PM. Based on findings, the following are hereby recommended.

CODE	ITEMS						RECOMMENDATION
	CPU	MONITOR	PRINTER	KBOARD	UPS/AVR	OTHERS	
A							For pull out to ICTSS for further diagnostic/cleaning/repair
B							For service under warranty Dated _____
C					X		For repair to accredited service center .

Noted by: \_\_\_\_\_

Recommended by: 

\_\_\_\_\_ Celso Alejandro S. Estioco

Administrative Officer

To be accomplished after extensive inspection and/or servicing of authorized Service Center.

F - || for replacement of defective/worn -out parts (Ref RIV No. \_\_\_\_\_ dated \_\_\_\_\_)

*Noted by: Juan* 2:51 pm  
11/9/18

Department of Budget and Management

Request for Repair of Computer/Peripherals (RRC/P)

Print or type appropriate items.

Kayako Ticket Number: 10975

Bureau/Office <b>IAS</b>	Division	Administrative Officer (Name & signature)	Date of Request December 3, 2018
Item(s) for Repair/ Maintenance		Serial Number	Property Number
<b>Diagnosis:</b> UPS battery fault due to its estimated useful life. The power led indicator keeps on flashing and the device itself continuously beeping. Hence, there are no serviceable parts inside the device.		6501406171678	IT-12-E-14-78-60

**Information and Communications Technology Systems Service (ICTSS)  
Recommendation/s**

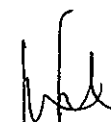
The equipment(s) as listed in RRC/P No. \_\_\_\_\_ have been inspected on December 3, 2018 at 11:18 AM. Based on findings, the following are hereby recommended.

CODE	ITEMS						RECOMMENDATION
	CPU	MONITOR	PRINTER	KEYBOARD	UPS/AVR	OTHERS	
A							For pull out to ICTSS for further diagnostic/cleaning/repair.
B							For service under warranty dated _____.
C					X		For replacement due to estimated useful life of equipment. Date acquired: Aug. 04, 2014.

Noted by:

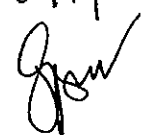
Recommended by:

\_\_\_\_\_  
Administrative Officer

  
\_\_\_\_\_  
Mark B. Bilangel  
CMT III

To be accomplished after extensive inspection and/or servicing of authorized Service Center.

F - || for replacement of defective/worn -out parts (Ref RIV No. \_\_\_\_\_ dated \_\_\_\_\_)

12/3/18  
2:46 pm  




# PURCHASE REQUEST

AS-HRMD-RIS

12-Dec-18

Department of Budget and Management  
Agency

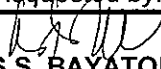
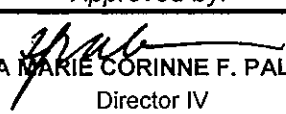
Department: Administrative Service  
Section: HRMD

PR No: 18-922 Amb  
SAI No: \_\_\_\_\_

Date: Dec. 12, 2018  
Date \_\_\_\_\_

<i>Requisition</i>				<i>Issuance</i>	
Stock No	Unit	Description	Quantity	Unit Cost	Total Cost
		UPS	2	2,000.00	4,000.00
		<b>Total</b>			4,000.00

**Purpose:** For replacement of defective UPS of HRMD personnel to ensure back-up power in case of power blackout.

	<i>Requested by:</i>	<i>Approved by:</i>
Signature Printed Name Designation	 <b>LOURDES S. BAYATON-MONTE</b> OIC-CAO, AS-HRMD	 <b>THEA MARIE CORINNE F. PALARCA</b> Director IV

J.



**Request for Repair of Computer/Peripherals (RRC/P)**

Print or type appropriate items.

Kayako Ticket Number: 11048


Bureau/Office <b>AS-HRD</b>	Division	Administrative Officer (Name & signature)	Date of Request December 4, 2018
Item(s) for Repair/ Maintenance		Serial Number	Property Number
<b>Diagnosis:</b> Defective Uninterruptable Power Supply (UPS) unit due to its estimated useful life. The device is not turning on. Hence, there are no serviceable parts inside the device.  <b>Brand:</b> Kebos UPS		6501406171879	IT-12-E-14-78-73

**Information and Communications Technology Systems Service (ICTSS)  
Recommendation/s**

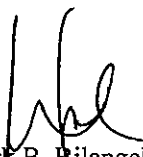
The equipment(s) as listed in RRC/P No. \_\_\_\_\_ have been inspected on December 5, 2018 at 10:15 AM. Based on findings, the following are hereby recommended.

CODE	ITEMS						RECOMMENDATION
	CPU	MONITOR	PRINTER	KEYBOARD	UPS	OTHERS	
A							For pull out to ICTSS for further diagnostic/cleaning/repair.
B							For service under warranty dated _____.
C					X		For replacement due to estimated useful life of equipment. <b>Date acquired:</b> August 14, 2014

Noted by:

 12/5/18  
 \_\_\_\_\_  
 Administrative Officer

Recommended by:

  
 \_\_\_\_\_  
 Mark B. Bilangel  
 CMT III

To be accomplished after extensive inspection and/or servicing of authorized Service Center.

F - || for replacement of defective/worn -out parts (Ref RIV No. \_\_\_\_\_ dated \_\_\_\_\_)



**Request for Repair of Computer/Peripherals (RRC/P)**

Print or type appropriate items.

Kayako Ticket Number: 11379

Bureau/Office AS	Division HRMD	Administrative Officer (Name & signature)	Date of Request December 11, 2018
Item(s) for Repair/ Maintenance		Serial Number	Property Number
<b>Diagnosis:</b> Defective UPS. Performed device troubleshooting. Still, the device failed to work. There are no user serviceable parts inside the device.  <b>Brand:</b> INTEX		00250060094400955	NA

**Information and Communications Technology Systems Service (ICTSS)  
Recommendation/s**

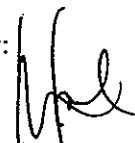
The equipment(s) as listed in RRC/P No. \_\_\_\_\_ have been inspected on December 11, 2018 at 10:00 AM. Based on findings, the following are hereby recommended.

CODE	ITEMS						RECOMMENDATION
	CPU	MONITOR	PRINTER	KEYBOARD	UPS	OTHERS	
A							For pull out to ICTSS for further diagnostic/cleaning/repair.
B							For service under warranty dated _____.
C						<b>X</b>	For replacement due to estimated useful life of equipment. Date counted: March 5, 2013

Noted by:

Recommended by:

\_\_\_\_\_  
Administrative Officer

  
 \_\_\_\_\_  
 Mark B. Bilangel  
 CMT III

To be accomplished after extensive inspection and/or servicing of authorized Service Center.

F - || for replacement of defective/worn -out parts (Ref RIV No. \_\_\_\_\_ dated \_\_\_\_\_)



**ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)**

Name of Payee: INFO BAHN COMMUNICATIONS INC.  
 Title of Project: SUPPLY AND DELIVERY OF UPS FOR VARIOUS OFFICES  
 Contract Cost: \_\_\_\_\_

**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              | 18-75,772 |
| 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            | 2018-224  |
| 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:

*Print Name & Signature*

*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**