



Republic of the Philippines

DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Trunkline: 657-3300 | TeleFax No. 7354979

Supplier: Commerce Asia Inc.	Date: January 29, 2019
Address: 2/F Vasquez-Madrigal Plaza, #51 Annapolis Street, Greenhills, San Juan City	Mode of Procurement: Direct Contracting
TIN:	

Gentlemen:
Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Building III
Date of Delivery: Within 15 working days upon receipt of Purchase Order
Delivery Term: Within 15 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
	pcs	Supply and Delivery of FARGO DTC Color Ribbon DTC4500 YMCFKO,	10	₱ 13,060.32	₱ 130,603.20

(Total Amount In Words) **One Hundred Thirty Thousand Six Hundred Three Pesos and Twenty Centavos** ₱ 130,603.20

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

Conforme: *Janice Quintos*
Signature of Authorized Representative of Supplier
Date: FEB 01 2019

Very truly yours,
Thea Marie Corinne F. Palarca
THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service
Authorized Official
(Representing End User)

Funds Availability Certified by: *Esperanza Q. Ignacio*
ESPERANZA Q. IGNACIO
Chief Accountant
OS No : 02101012019-01-89
Amount : ₱ 130,603.20
Date : 1/31/19

- 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

NOTICE TO PROCEED

January 29, 2019

Mr. Michael Falceso
1770 P.M. Guazon Street,
Barangay 831, Paco, Manila

Dear **Mr. Falceso**:

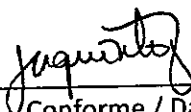
Per attached Purchase Order No. ~~2019-005~~, we hereby notify you that your Office may proceed with the delivery of the project "Supply and Delivery of FARGO DTC Color Ribbon", upon receipt and acceptance of this Notice.

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 Services

 FEB 01 2019
Conforme / Date



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

NOTICE OF AWARD

January 29, 2019

Mr. Raymund F. Miguel
#51 Annapolis Street, 1500 Greenhills,
San Juan City, Metro Manila

Dear **Mr. Miguel**:

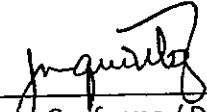
We are pleased to inform you that the project "*Supply and Delivery of FARGO DTC Color Ribbon*", is hereby awarded to your company in the amount of One Hundred Thirty Thousand Six Hundred Three Pesos and Twenty Centavos (P 130,603.20).

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

 **FEB 01 2019**
Conforme / Date



OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No.: 021011017019-01-000089

Date: JAN. 31, 2019

Fund Cluster: 01

00089

Payee :	COMMERCE ASIA INC.			
Office :				
Address:	2/F Vazquez Madrigal Plaza, #51 Annapolis Street, Greenhills, San Juan City			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
AS	Payment for the Supply and Delivery of FARGO DTC Color Ribbon for the AS-HRMD.	100000100001000	50203010 02	130,603.20

APP 2019

130,603.20

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

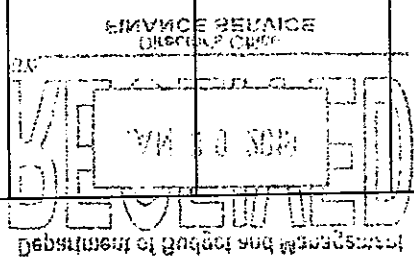
Signature : [Signature]
 Printed Name : THEA MARIE CORINNE F. PALARCA
 Position : Director IV, AS
 Date : Jan 29, 2019

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

Signature : [Signature]
 Printed Name : EDEN D. PANGILINAN
 Position : Head, Budget Division/Unit/Authorized Representative
 Date : 1-31-19

STATUS OF OBLIGATION

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





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

01/29/2019

Date

REQUEST FOR PRICE QUOTATION

Company

Commerce Asia Inc.

2/F Vazquez-Madriral Plaza # 51 Annapolis
Street, Greenhills, San Juan City

Tel. No. 726-4030

Fax No. 722-1906

Email

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

Quantity	Unit	Item/s	Unit Price	Total Price
10	pieces	FARGO DTC Color Ribbon DTC4500 YMCFKO, Prints	₱ 13,060.32	₱ 130,603.20

Total: ₱ 130,603.20

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Raymund F. Miguel

Printed name & Signature

AVP-HID Fargo Wsales

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 email

please see attached.

2/F Vazquez-Madriral Plaza
51 Annapolis Street
1500 Greenhills, San Juan City
Metro Manila, Philippines
Telephone: (632) 726-4030
Fax: (632) 722-1906
www.commerceasia.com.ph



January 9, 2019

DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang Manila

Gentlemen,

This submits our consumable proposal for HID card printer model DTC4500.

Code	Item Description	Unit Price
45209	DTC4500 YMCFKO, 500 prints	13,060.32
82615	HDP5000/45000 Thermal Transfer "Clear", 500	3,553.55
81754	Ultracard NC, 30 mil CR-80, 500 pcs	4,260.00

Terms and Conditions:

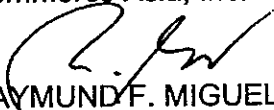
VAT : Inclusive
Price Validity : 30 days
Terms : Government Terms
Delivery Lead-time : 2-3 days from receipt of Purchase Order

Attached for your further reference is a Certificate of Exclusive Distributorship issued by HID Global in favor of Commerce Asia, Inc.

Should you have any questions or clarifications regarding our Proposal, please feel free to call us at telephone no. 726-4030.

Very truly yours,

Commerce Asia, Inc.


RAYMUND F. MIGUEL
Asst. Vice President – HID Fargo Sales
Mobile No. 0917-8579994

CONFORME:


MARCO A. DAWD
Procurement Management Division

Cebu Office
RFC - Cebu, Crescent Road
Cebu Light Industrial Park, Lapu-Lapu City, Mactan

18 January 2018

To Whom It May Concern


LETTER OF AUTHORIZED DISTRIBUTOR

HID Global as the manufacturer of Fargo brand printers and supplies hereby acknowledge and certify that Commerce Asia, Inc. is the Exclusive authorized distributor of Fargo products in the Philippines. As such, Commerce Asia is fully authorized by HID Global to import and distribute Fargo printers and supplies in the Philippines. Commerce Asia is also an authorized service center for Fargo Products in the Philippines.

HID Global therefore stands behind the product warranties, after service technical back up and related product warranty claims under Fargo standard sales terms.

Should you have any queries please do not hesitate to contact us as per undersigned.

For and on behalf of HID Global


Siew Ah Fong
Director
HID Asia Pacific Ltd
Email: ssiew@hidglobal.com
Phone: +852 3160 9880

CERTIFIED TRUE COPY

BY: 
RAYMOND F. MICOLILLO

ASSA ABLOY

CONSUL GENERAL OF THE
REPUBLIC OF THE PHILIPPINES
HONG KONG SAR U.S.S.

FATIMA G. QUINTIN
Vice Consul

.....Consul of the Republic of the
Philippines in and for Hong Kong SAR, duly commissioned and qualified,
do hereby certify that whose

YUNG YING LUN

signature and seal are affixed to the annexed
LETTER OF AUTHORIZED
DISTRIBUTOR SIGNED BY SIEW AH FONG.

.....
witnessed the time he signed the document on
NOTARY PUBLIC

18 JANUARY 2018

..... in and for
Hong Kong SAR, and I verily believe that his signature affixed thereto is genuine

..... the contents of the annexed document, the Consulate General
assumes no responsibility.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal
of the Consulate General of the Republic of the Philippines at Hong Kong SAR this
25th JANUARY 2018
..... day of

CERTIFIED TRUE COPY FATIMA G. QUINTIN
Vice Consul

BY: RICARDO F. MICULOG

.....
Consul

Attachment:

— Letter of Authorized Distributor xxx

No. LD-01260
No. 1
No. 029
No. 2018
No. 04615
No. 0061
No. HK\$ 200.00
Paid

Total pages: Three (3)
including this page

"Validity of this Certification shall follow the validity of the attached underlying document"

TO ALL TO WHOM THESE PRESENTS SHALL COME
L YUNGYING LUN
NOTARY PUBLIC

duly admitted and sworn, residing and practising in Hong Kong, Special Administrative Region of the People's Republic of China DO HEREBY CERTIFY that the signature subscribed to the Letter of Authorized Distributor hereto annexed (the 'Document') of HID Asia Pacific Limited is the signature of Siew Ah Fong which I have compared with the specimen signature of the said Siew Ah Fong filed in my records For the text of the aforesaid document I assume no responsibility

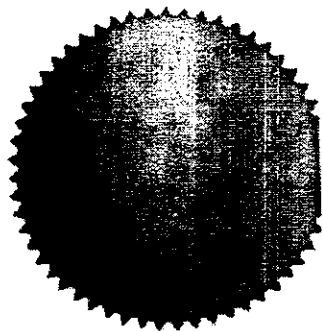
IN WITNESS whereof I have hereunto subscribed my name and affixed my Seal of Office this 18 day of January 2018

YUNGYING LUN
NOTARY PUBLIC
THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
Ref H18003

CERTIFIED TRUE COPY

BY: *[Signature]*

F. MICC...



THE CITY OF
EXCELLENCE



No 0750 19

REPUBLIC OF THE PHILIPPINES
City of San Juan
METRO MANILA

OFFICE OF THE MAYOR
BUSINESS PERMIT AND LICENSE OFFICE
PERMIT TO OPERATE
DISPLAY IN PLAIN VIEW

PERMIT TO OPERATE NON TRANSFERABLE AND NOT BE REVOKED A SYSTEM OF

PERMIT NO GGG-2019-0000563-A	BUSINESS REG. PLATE NO. 0003511	GROSS SALES 7,490,000.00	FEE PAID 92,447.00 A
DATE ISSUED January 10, 2019	DATE EXPIRES December 31, 2019	OFFICIAL RECEIPT NO. 1097809SJ	DATE PAID January 08, 2019
TAX PAYER'S NAME COMMERCE ASIA, INC.			
BUSINESS NAME COMMERCE ASIA, INC.			
NATURE OF BUSINESS RETAILER - N-2			
ADDRESS 2/FLR VASQUEZ MADRIGAL PLAZA, #51 ANNAPOLIS ST., GREENHILLS			

- * THIS PERMIT IS NON TRANSFERABLE AND NOT BE REVOKED A SYSTEM OF
- * VIOLATION OF ANY EXISTING APPROPRIATE LOCAL AND REGULATORY LAWS
- * AND THE CITY OF SAN JUAN'S DEPARTMENT
- * VALID ONLY AT THE BUSINESS ADDRESS AND NOT BE GENERAL
- * USE OF THE BUSINESS

2 of 2 Permit(s)
Subject to submission of fire clearance

GUIA G. GOMEZ
CITY MAYOR
By Authority of the City Mayor:

ATTY. DOMINIC B. GARCIA
City Government Department Head II

jhun-20190110-15:33:18
Date Registered : 3/4/2005

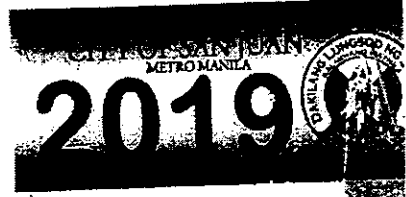
G-00396

SEE REVERSE SIDE FOR FOOTNOTES

THE CITY OF EXCELLENCE



No 0749 19



REPUBLIC OF THE PHILIPPINES
City of San Juan
METRO MANILA

OFFICE OF THE MAYOR
BUSINESS PERMIT AND LICENSE OFFICE
PERMIT TO OPERATE
DISPLAY IN PLAIN VIEW

(FEE PAID TO CITY OF SAN JUAN PURSUANT TO LOCAL ORDINANCE NO. 122013)

PERMIT NO. GGG-2019-0000563	BUSINESS REG. PLATE NO. 0003511	GROSS SALES 11,981,860.00	FEE PAID 82,873.02	A
DATE ISSUED January 10, 2019	DATE EXPIRES December 31, 2019	OFFICIAL RECEIPT NO. 1097809SJ	DATE PAID January 08, 2019	

TAX PAYER'S NAME COMMERCE ASIA, INC.
BUSINESS NAME COMMERCE ASIA, INC.
NATURE OF BUSINESS WHOLESALE-N-2
ADDRESS 2/F LR VASQUEZ MADRIGAL PLAZA, #51 ANNAPOLIS ST., GREENHILLS

- THIS PERMIT IS NON TRANSFERABLE AND SHALL BE REVOKED AT ANY TIME FOR VIOLATION OF ANY EXISTING ORDINANCES, LAWS AND REGULATIONS AND OTHER CONDITIONS SET HEREIN
- VALID ONLY AT THE BUSINESS ADDRESS INDICATED HEREIN
- OTHER CONDITIONS:

1 of 2 Permit(s)
Subject to submission of fire clearance

GUIA G. GOMEZ
CITY MAYOR
By Authority of the City Mayor:

[Signature]
ATTY. DOMINIC B. GARCIA
City Government Department Head II

jhun-20190110-15:33:08
Date Registered : 3/4/2005

G-00396

SEE REVERSE SIDE FOR FOOTNOTES



Republic of the Philippines
CITY OF SAN JUAN
OFFICE OF THE CITY TREASURER



TAX ORDER OF PAYMENT

Processing Date: 01-07-2019

Acct. No.: G-00396
 Tax Payer: COMMERCE ASIA, INC.
 Commercial Name: COMMERCE ASIA, INC.
 Commercial Location: 2/FLR VASQUEZ MADRIGAL PLAZA, 651 ANNAPOLIS ST., GREENHILLS (Barangay GREENHILLS
 Status: Renewal Ownership: Corporation

Code	Tax Description	Tax Base	Current Qtr Due	Annual Due	Period Covered
2056	WHOLESALE-N-2	11,981,860.00	20,468.26	81,873.02	1-4 Qtr 2019
1789	RETAILER - N-2	7,490,000.00	21,897.50	86,790.00	1-4 Qtr 2019
2056	Mayors Permit Fee - WHOLESALE-N-2		1,000.00	1,000.00	2019
1789	Mayors Permit Fee - RETAILER - N-2		1,000.00	1,000.00	2019
1789	Garbage Fee - RETAILER - N-2		540.00	2,160.00	1-4 Qtr 2019
1789	Sanitary Fee		540.00	540.00	2019
	BUILDING INSP FEE		100.00	100.00	2019
	ELECTRICAL INSP. FEE		100.00	100.00	2019
	ENVIRONMENTAL PROTECTION AND PRESERVATION FEE		500.00	500.00	2019
	LOCATIONAL CLEARANCE FEE		200.00	200.00	2019
	PLUMBING INSP. FEES		100.00	100.00	2019
	FIRE SAFETY INSP FEE		597.00	597.00	2019
	FIRE SAFETY SEMINAR FEE		200.00	200.00	2019
	STICKER		50.00	50.00	2019
	SIGNBOARD FEE		120.00	120.00	2019
	Penalty		0.00	0.00	
	Interest		0.00	0.00	

Business Tax (A)	Regulatory Fees (A)	Other Fees	Penalty	Interest	Total Qtr Due	Total Annual Due
168,663.02	4,700.00	1,957.00	0.00	0.00	47,202.76	175,320.02

QUARTERLY DUES			SEMI-ANNUAL	
2ND QTR	3RD QTR	4TH QTR	1ST SEMI-ANNUAL	2ND SEMI-ANNUAL
42,705.76	42,705.76	42,705.76	89,908.51	85,411.51

Assessed/Reviewed by:

MALLARE JONATHAN R

January 20, 2019

CTC Assessment(s):
 2019 P8,288.74

- NOTICE:
1. Please pay the amount due at the Treasury Office on or before _____
 2. Failure to do so shall subject the tax due to 25% Surcharge & 2% Interest per Month.
 3. All dues should be paid in full before retirement.



OFFICIAL RECEIPT
 Republic of the Philippines
CITY OF SAN JUAN
 OFFICE OF THE CITY TREASURER



NO. SJ 1097809

TAXPAYER'S COPY

Date January 08, 2019

Accountable Form No. 51-B Revised January, 1992

Acct No: G-00396
 PAYOR
 COMMERCE ASIA, INC.

HOP: A

Taxpayer's Copy

Nature of Collection	Fund and Account Code	Amount	Period Covered
Period Covered 1-4 Qtr 2019 ()			
Wholesaler-n-2	40103030-01-04 LQP4	81,873.02	
Retailer - n-2	40103030-01-06 LQP4	86,790.00	
Bt-mayors permit	40201010-01-01	1,000.00	
Bt-mayors permit	40201010-01-01	1,000.00	
Sanitary permit fee	40201010-02-02	540.00	
Locational clearance - bt	40201010-02-17V	200.00	
Signboard fee - bt	40201010-07-02	120.00	
Business - sticker	40201010-08-05	50.00	
Environmental protection and prese...	40201100-03-06	500.00	
Building inspection fee-bt	40201100-03-03	100.00	
Electrical inspection fee-bt	40201100-03-05	100.00	
Plumbing inspection fee-bt	40201100-03-04	100.00	
Fire safety inspection fees	40201100-04-01	587.00	
Garbage fee	40202190-01-01 LQP4	2,160.00	
Fire safety seminar fee	40601010-08-01	200.00	
		175,320.02	

Amount in Words One hundred seventy-Five thousand Three hundred Twenty Pesos and Two Cents Only

Received (Cash / Check / Money Order / Treasury Warrant)
 AUB 0000027845 01/08/2019

Received the Amount Stated Above
 VASQUEZ, URSULA V.



City Treasurer

NO. SJ1097809

1097809-16:07-55101022019 0001020

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

COMMERCE ASIA, INC.
2/F Vazquez Madrigal Plaza 51 Annapolis St., Greenhills
San Juan City Metro Manila

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 10-Jul-2002 pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that COMMERCE ASIA, INC. has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.

This Certificate is valid until 02-Feb-2019.

Issued this 30th day of January, 2018.


ROSA MARIA M. CLEMENTE
OIC, Deputy Executive Director V

Documentary Stamp Tax Paid Php 30.00

PhilGEPS Registration No: 2002-5109
Certificate Reference No: 2018011833

REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

PhilGEPS Registration No: 2002-5109
Certificate Reference No: 2018011833

¹ Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

List of Eligibility Documents

of

COMMERCE ASIA, INC.

2/F Vazquez Madrigal Plaza, 51 Annapolis St., Greenhills
San Juan City Metro Manila

SEC Certificate	Registration Date : 22-Feb-2018 SEC Certificate Number : AS093-000776
Mayor's Permit	Expiration Date : 31-Dec-2018 Permit Number : 901981 Place of Issue : CITY OF SAN JUAN Signatory : Lolita Reyes Issuance Date : 11-Jan-2018
Tax Clearance	Expiration Date : 05-May-2018 TCC Number : NO-ARMD-05-05-R0097-2017 Signatory : GRACE EVELYN A. LACERNA Issuance Date : 05-May-2018
Audited Financial Statement	Date of Filing : 02-May-2018 Current Asset : Php 62,360,709.00 Total Asset : Php 91,628,164.00 Current Liabilities : Php 30,933,993.00 Total Liabilities : Php 36,831,223.00 Name of Auditor : Arminda T. Acyatan-Guerrero BIR RDO Code : 39
PCAB License	Expiration Date : Issued By : Issuance Date : License Number : License First Issue Date : Principal Classification : Category :

DEPARTMENT OF BUDGET AND MANAGEMENT
 Malacang, Manila
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN No. 1, CY 2019

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Contract Signing	Source of Funds	Estimated Budget, PHP		(Brief Description)
				Advert of IB/BID	Sub/Opn of Bids	Notice of Award	Total			MOOE	CO	
A. Professional Services	Administration of Psychometric Exams for DBM Applicants and Employees	AS	Public Bidding	5-Feb-19	26-Feb-19	5-Mar-19	12-Mar-19	GoP	1,794,534.00	1,794,534.00	Provision of service psychometric exam Screening of DBM Screening of cand Screening of cand Competency asse	
B. Supplies, Materials, and DBM Expenses	Supply and Delivery of Forge DTC Color Rubbon Consumables	AS	Direct Contracting		1st Quarter			GoP	130,603.00	130,603.00	1st Quarter rubbon DTC of the AS-HR of DBM employees	
C. Catering Services	Catering Services for the Build Build Build Jobs Jobs Event	OSEC	NP Small Value	1-Feb-19	4-Feb-19	9-Feb-19	9-Feb-19	GoP	136,600.00	136,600.00	Catering services for Jobs Jobs event to Generalatum	
TOTAL									2,061,737.00	2,061,737.00	2,061,737.00	
GRAND TOTAL									2,061,737.00	2,061,737.00	2,061,737.00	

Prepared by BAC SECRETARY/AT:

JOYCE D. LABAO

AARON ALBERTO A. ESCALONA

RECOMMENDING APPROVAL:

[Signature]
 VIRGILIO A. LUMANGAN, JR.
 B.U.O.G.E. Representative

[Signature]
 EDEN D. PANGULINAN
 Member

[Signature]
 ELLEKA REGINA S. BRILLANTES
 Alternate Member

[Signature]
 ROSEMARIE ROSALLA
 Alternate Member

[Signature]
 NOT PRESENT
 Vice Chairperson

[Signature]
 CUARTEO ALEJANDRO D. MAGSINO
 Chairperson

Approved
 Disapproved

5 C
 BENJAMIN E. DIOS
 Secretary, DBM
 Date: January 29, 20

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: COMMERCE ATIA INC.
 Title of Project: SUPPLY AND DELIVERY OF PARCO DTC COLOR RIBBON
 Contract Cost: 130,603.20

CHECKLIST OF DOCUMENTS

REMARKS

Checklist of documents forwarded to Finance Service for:

A. FUNDING (OBLIGATION AND CAF)

- 1. Purchase Request/ APP
- 2. Pre-Inspection Report
- 3. Obligation Request and Status
- 4. Eligibility Documents of Suppliers
- 5. Purchase Order/Contract
- 6. Request for Price Quotation
- 7. Abstract of Quotation
- 8. Notice of Award
- 9. Notice to Proceed
- 10. Distribution List
- 11. Other Documents, if any.

_____ -19-005

Received checked items:

[Signature]
 Print Name & Signature

1/30/20
 Date and Time

B. PROCESSING OF PAYMENT (DV)

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

Received checked items:

 Print Name & Signature

 Date and Time

C. ADDITIONAL DOCUMENTS, if any
