



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

**PURCHASE ORDER NO. 2019-014**

Supplier: Frigid Zone Auto Aircon Specialist Co.	Date: February 13, 2019
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 15 working days upon receipt of Purchase Order
Date of Delivery: 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
	lot	General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011	1	₱ 18,000.00	₱ 18,000.00

(Total Amount In Words) Eighteen Thousand Pesos	₱ 18,000.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,

Conforme: *[Signature]*  
 Signature over Printed Name of Supplier  
Feb. 15, 2019  
 Date

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

Funds Availability Certified by: <u><i>[Signature]</i></u> ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>021011012019-02-68</u> Amount : <u>₱ 18,000.00</u> Date : <u>2/14/2019</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 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 \_\_\_\_\_, 2019, 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 \_\_\_\_\_, 2019  
Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2019.



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

**NOTICE TO PROCEED**

February 13, 2019

**Ms. Tonet Murchante**

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

Dear **Ms. Murchante**:

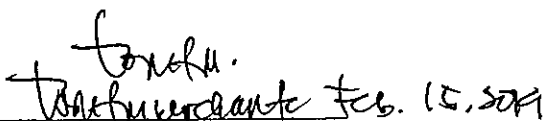
Per attached Purchase Order No. 2019-014, we hereby notify you that your Office may proceed with the delivery of the project "*General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011*", upon receipt and acceptance of this Notice.

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 MAD

  
Tonet Murchante Feb. 15, 2019  
Conforme / Date



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

**NOTICE OF AWARD**

February 13, 2019

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

Dear **Ms. Murchante**:

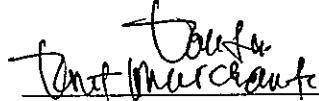
We are pleased to inform you that the project "*General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011*", is hereby awarded to your company in the amount of Eighteen Thousand Pesos (P 18,000.00).

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

  
Tonet Murchante Feb. 15, 2019  
Conforme / Date



ABSTRACT OF QUOTATIONS

Project Title: General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011

ABC: 23,000

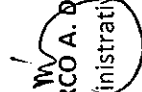
Date: February 12, 2019

Qty	Unit	Particulars	Frigid Zone Auto Aircon Specialist Co. 287-2930		Offered Specifications	Toyota Otis Inc. 564-1811 to 20		Toyota Manila Bay Corporation 581-6171	
			Unit	Total		Unit	Total	Unit	Total
1	lot	General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011	₱ 18,000.00	₱ 18,000.00	General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011	₱ 21,058.50	₱ 21,058.50	₱ 28,563.00	₱ 28,563.00
<b>Total Price</b>				₱ 18,000.00		₱ 21,058.50	₱ 21,058.50	₱ 28,563.00	₱ 28,563.00
<b>Ranking</b>				1		2	2	3	3
<b>Remarks</b>				Frigid Zone Auto Aircon Specialist Co.					

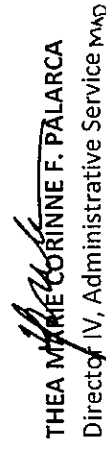
Prepared by:

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 MMD



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

02/12/2019

Date

REQUEST FOR PRICE QUOTATION

Company

Frigid Zone Auto Aircon Specialist Co.  
19 Congressional Avenue Extension QC

Tel. No. 287-2930

Fax No. \_\_\_\_\_

Email frigidzone.visayas@gmail.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011	₱ 18,000.00	₱ 18,000.00
			<b>Total:</b>	<b>₱ 18,000.00</b>

Very truly yours,

  
JOYCE D. LABAO  
OIC-Chief Administrative Officer, PMD

Quoted by:

Tonet

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: mdauid@dbm.gov.ph

Remarks:

Quotation obtained through saturation. Please see attached.



# FRIGID ZONE AUTO AIR CONDITIONING SPECIALIST CO.

# 19 CONGRESSIONAL AVE. EXTENSION

**JOB ESTIMATE # 287-2930**

CUSTOMER: DBM DATE: 8-6-19  
 ADDRESS: \_\_\_\_\_ TEL. NO.: 657-3300 ext. 3115  
 VEHICLE: Innova PLATE NO.: ABE-1011

SCOPE OF WORKS	PARTS / MATERIALS (BREAKDOWN)	PRICE
Pull down evaporator for general cleaning and leak test Add capella oil vacuum Recharge freon gas <u>134a</u>		3000
Replace cooling coil Innova orig		7500
Replace expansion valve front and rear orig.		5000
Replace filter drier		1000
Flushing up lines		500
Replace cabin filter		1000
	parts & labor	18000
	1 year warranty	

ESTIMATED BY: [Signature] Customer's Signature

REMARKS (IF JOB DONE)

JOB ORDER NO.:







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

02/12/2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Otis Inc.

1770 P.M. Guazon Street, Barangay 831,

Paco, Manila

Tel. No. 564-1811 to 20

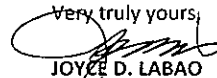
Fax No. \_\_\_\_\_

Email michael.falceso@toyotaotis.com.ph

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011	₱ 21,058.50	₱ 21,058.50
<b>Total:</b>			₱	<u>21,058.50</u>

Very truly yours,

  
JOYCE D. LABAO

OC- Chief Administrative Officer, PMD

Quoted by:

Michael Falceso

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.



**ABE1011**

**Michael Falceso**

**TOYOTA OTIS, INC.**  
 1779 P.M. Guazon St., Barangay 831, Pasig, NCR,  
 City of Manila, First District, 1007  
 Tel: (02) 564-1811 to 20  
 Fax: (02) 564-0436/(02) 338-5933  
 Website: www.toyotaotis.com.ph  
 VAT Reg. TIN: 003-498-657-00200  
 Business Style: Sale of Passenger Motor Vehicles

- Recel Repair
- Appointment
- Walk-In
- Waiting
- Non Waiting

**SERVICE QUOTATION**

**B1DA002470**

Page 1 of 1	Business Style:		2700 Service Quotation	
Customer No 1000989792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No +6327359225	Appointment Cust. Avail. Time (Rec. Time)	Year/Make/Model 2012/Innova 2.5E Dsl MIT - AA - 050
Date Received 02/12/2019		Business Phone No +6327359225	Date: ___/___/___ Time: ___:___ am/pm	Chassis No./VIN/Serial No KUN405102800
Time Received 03:01:12PM	757 SOLANO ST.	Mobile No +639267851684	Production Time Date: ___/___/___ Time: ___:___ am/pm	Colour THERMALYTE
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Appointment Reconfirmation Date Made: ___/___/___ Time Made: ___:___ am/pm	CS No TZ3846
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name	Assignee's Contact No	Warr Exp KM 100,000	Selling Dealer TMI
	Driver's Name	Driver's Contact No	Engine No 2KDS285317	Delivery Date 11/30/2013
				Warr Exp Date

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	12099	AIRCON CLEANING	12	500.00	6,000.00
1	TOT-FREON	FREON 134A	1	1,170.00	1,170.00
1	TOT-PAGOIL	PAG OIL (EMKARATE)	1	1,365.00	1,365.00
1	58515-0K510	VALVE EXPANSION #1	1	5,673.21	5,673.21
1	58516-0K050	VALVE EXPANSION #1	1	1,386.61	1,386.61
1	58474-17510-1P	DRYER KIT	1	1,417.50	1,417.50
1	P2074-0D004	FILTER & ACC ASSY A	1	905.80	905.80
1	90099-14119	O RING	4	41.07	164.28
1	90099-14120	O-RING	4	59.04	232.16
1	90099-14121	O RING	4	63.36	253.44
1	TOT-MISC-M	MISCELLANEOUS-M	1	378.05	378.05
				Total Labor	6,000.00
				Total Part	10,028.12
				Total Sublet	378.05
				Total Oil/Lubricant	0.00
				Total Misc./Material	2,535.00
				Subtotal	18,941.17
				Less Discount	0.00
				VAT	2,117.33
				<b>GRAND TOTAL</b>	<b>21,058.50</b>



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

02/12/2019

Date

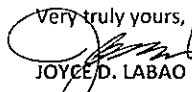
REQUEST FOR PRICE QUOTATION

Company

Toyota Manila Bay Corporation  
Roxas Boulevard corner Edsa extension  
Pasay City  
Tel. No. 581-6171  
Fax No.  
Email [s.caruana@toyotamanilabay.com.ph](mailto:s.caruana@toyotamanilabay.com.ph)

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	General Cleaning of Aircon and Replacement of Defective Parts from A/C System for Toyota Innova ABE 1011	₱ 28,563.00	₱ 28,563.00
			<b>Total:</b>	<b>₱ 28,563.00</b>

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

Quoted by:

Michael Falceso

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](mailto: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**

Customer Details		Vehicle Details	
Registered Owner:	DEPT. OF BUDGET	Vehicle Model:	INNOVA
Contact Number:		Plate Number:	ABE1011
Address:		Delivery Date:	
Contact Person:		Model & Color Code:	
Contact Number:		Frame Number:	
Date Estimated:	Tuesday, February 12, 2019	Engine Number:	

**JOB DESCRIPTION**

	Parts Price	Materials Price	Labor Price
AIRCON MAINTENANCE / CLEANING			Php5,200.00

**PARTS TO BE REPLACE:**

EXPANSION VALVE	5200
REAR EXPANSION VALVE	4500
CABIN FILTER	1100
R. DRIER TANK	3947
ORING BIG	572
ORING MEDIUM	424
ORING SMALL	440

**MATERIALS:**

BACKTAKLEEN	Php1,132.00
FREON R134A	Php2,688.00
PAG OIL	Php1,600.00
COILWASH	Php600.00
NITROGEN	Php200.00
CORKTAPE	Php600.00
MISC. SANDPAPER, RAGS	Php360.00
GLOSSY WASH	Php1,428.00
INTERIOR DETAILING } not needed	Php2,440.00
EXTERIOR DETAILING	Php784.00

NOTE: EVAPORATOR AND AIRCON COMPRESSOR IS UPON INSPECTION

**ESTIMATED TIME OF WORK 5-7 DAYS**

**COST OF REPAIRS**

<b>REMINDER</b> ≡ 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	Php16,183.00
	Total Materials	Php11,832.00
	<b>Total Cost of Repair</b>	<b>Php33,215.00</b>
	All prices are inclusive of 12% vat <b>28,563</b>	

**SHERMAN "BOB" CARUANA**

Estimator

Customer Approval

### PURCHASE REQUEST

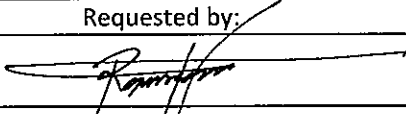
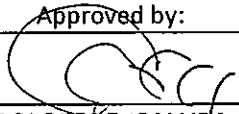
Department of Budget and Management

Agency

Department: Finance Service PR No.: 11-0080 Date: February 12, 2019  
 Section: Office of the Director SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	General cleaning of aircon and replacement of defective parts from A/C system	1		18,000.00
		*****			

Purpose: For the correction of Toyota Innova w/ plate no. ABE 1011 assigned to FS Director

	Requested by:	Approved by:
Signature:		
Printed Name:	<b>RAMSI MARGAS</b>	<b>DOLORES E. GALURA</b>
Designation	<i>Administrative Aide IV</i>	<i>Director, FS</i>



DEPARTMENT OF BUDGET AND MANAGEMENT  
**PRE-INSPECTION REPORT**

02-12-19-159

Date 02/12/2019 Vehicle / Plate No. Toyota Innova 1011  
Requisitioning Office/Dept. FS, Dir. Galura

**Nature and Scope of Last Repair , if any :**

Last general cleaning of aircon, May 7, 2018

**Complaints/Defects :**

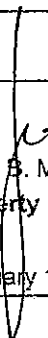
Aircon unit

**Parts /components to be Repaired / Replaced:**

O ring, Filter drier

**FINDINGS / OBSERVATIONS:**

General Cleaning of Aicon and Replacement of Defective Parts

  
ROBERT B. MARASIGAN  
Property Inspector

Date : February 12, 2019

ARE 1011

TOYOTA KINOKA



DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MOTORPOOL JOB REQUEST FORM

JRF No:

Date:

25.  
FEB 12, 2019

MOTOR VEHICLE ASSIGNED TO

FS DIR. GAMORA

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery

- Change Tire
- Aircon Repair
- Engine Repair

Others (specify) GENERAL  
CLEANING OF AIRCON

Requested by:

RANISIE VARGAS  
Administrative Officer / Driver

Approved by:

Dolores E. Galura  
Director, Finance Service  
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation:

INITIAL FINDINGS/WORKS TO BE DONE:

GENERAL CLEANING OF AIRCON AND  
REPLACEMENT OF DEFECTIVE PARTS

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

Quantity	Parts Name / Description

Evaluated by:

Approved by:

EDDIESON A. FORTUNA  
Administrative Assistant V

APPROVED BY:

ENGR. ARGEN M. STA. BARBARA  
Off-Chief Administrative Officer, GSD







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

PO 2019-014

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

FRIGID ZONE AUTO AIRCON  
 SPECIALIST CO.

*RM OF MV*

Subject: PR No. 19-0080 (Gen. cleaning @ Aircon ABE 1011)  
 End User: PS Director

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
12 Feb	Joyce	Marco	12 Feb	28 Feb 2018 / MARCH 11 complex
	PMD	DIR. THEA	2/13/19	FOR SIGNATURE
	PMD	PS	2/13/19	FOR OBR
	PMD	EUR	2/14	FOR PO, NOB, NIP SIGNATURE

No. of Day/s Completed:	
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**ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)**

Name of Payee: FRIGID ZONE AUTO AIRCON SPECIALIST CO.

Title of Project: GENERAL CLEANING OF AIRCON AND REPLACEMENT OF DEFECTIVE PARTS FROM A/C SYSTEM FOR

Contract Cost: 18,000 TOYOTA INNOVA ABE 1011

**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              | <u>2019-08/0</u> |
| 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            | <u>2019-014</u>  |
| 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.           |                  |

12079

Received checked items:

[Signature]  
Print Name & Signature

2/17  
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**