



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 TeleFax No. 7354979

**PURCHASE ORDER NO. 2019-023**

Supplier: <b>Aqualeadaireforce Corporation</b>	Date: <b>February 27, 2019</b>
Address: <b>#17B Finland Street, Better Living Subdivision</b> <b>Barangay Don Bosco, Parañaque City</b>	Mode of Procurement: <b>Small Value Procurement</b>
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: <b>DBM Building II</b>	Delivery Term: <b>Upon receipt of Purchase Order (PO)</b>
Date of Delivery: <b>Upon receipt of Purchase Order (PO)</b>	Payment Term: <b>Upon completion of delivery and acceptance</b>


Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted at BMB-D	1	₱ 6,100.00	₱ 6,100.00


(Total Amount In Words)  
**Six Thousand One Hundred Pesos** ₱ **6,100.00**

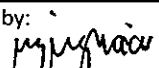
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,

Conforme:

  
**JEFFREY NAYAN**  
 Signature over Printed Name of Supplier  
**FEB 28 2019**  
 Date

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

Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <b>021011012019-02-245</b> Amount : <b>₱ 6,100.00</b> Date : <b>2/28/2019</b>
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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  
 TeleFax No. 7354979

**PURCHASE ORDER NO. 2019-023**

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Gentlemen:  
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(Total Amount In Words)  
**Six Thousand One Hundred Pesos** ₱ **6,100.00**

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:

**JEFFREY NAPAY**  
 Signature of the Supplier  
**FEB 28 2019**  
 Date

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

Funds Availability Certified by:  <b>ESPERANZA D. IGNACIO</b> Chief Accountant	OS No : <b>021011012019-02-243</b> Amount : <b>₱ 6,100.00</b> Date : <b>2/28/2019</b>
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 / / 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: JEFFREY NARAY FEB 28 2019  
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 27, 2019

**Mr. Ruel B. Aquino**  
Aqualadaireforce Corporation  
#17B Finland Street, Better Living Subdivision,  
Barangay Don Bosco, Paranaque City

Dear **Mr. Aquino**:

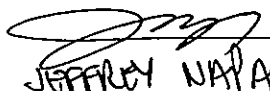
Per attached Purchase Order No. **2019-023**, we hereby notify you that your Office may proceed with the delivery of the project *"Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted at BMB-D"*, upon receipt and acceptance of this Notice.

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

  
**JEFFREY NAYAY** FEB 28 2019  
Conforme / Date



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

**NOTICE OF AWARD**

February 27, 2019

**Mr. Ruel B. Aquino**  
Aqualeadairforce Corporation  
#17B Finland Street, Better Living Subdivision,  
Barangay Don Bosco, Paranaque City

Dear **Mr. Aquino:**


We are pleased to inform you that the project "*Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted at BMB-D*" is hereby awarded to your company in the amount of Six Thousand One Hundred Pesos (Php6,100.00)

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

  
JEFFREY NAYAY FEB 28 2019  
Conforme / Date



**ABSTRACT OF QUOTATIONS**

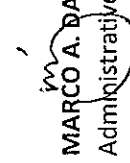
Project Title: Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted at BMB-D

ABC: 14,033


Date: February 27, 2019

Item/Description		Aqualadaireforce Corporation 994-4402   09993160146		Offered Specifications		RBIEL Air HVAC Refrigeration and Electrical Services 454-7924		Rose Aire Enterprise 533-0786   899-4337	
Qty	Unit	Particulars	Unit	Total		Unit	Total	Unit	Total
1	lot	Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted at BMB-D	₱ 6,100.00	₱ 6,100.00	Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted at BMB-D	₱ 10,000.00	₱ 10,000.00	₱ 26,000.00	₱ 26,000.00
<b>Total Price</b>			₱ 6,100.00			₱ 10,000.00		₱ 26,000.00	
<b>Ranking</b>			1			2		3	
<b>Remarks</b>			Aqualadaireforce Corporation, having the lowest calculated responsive quotation, considered as the awardee.						


Prepared by:

  
**MARCO A. DAVID**  
 Administrative Officer II

Reviewed by:

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

Approved by:

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



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

February 19, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Aqualeadairforce Corporation  
#17B Finland Street Better Living  
Subd. Brgy Don Bosco Parañaque City  
Tel. No. 994-4402 | 09993160146  
Fax No. \_\_\_\_\_  
Email: aqualeadcorp.alaf@gmail.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted Model: Koppel KSW-18RS	₱ 6,100.00	₱ 6,100.00
			Total	₱ 6,100.00

Very truly yours,

  
JOYCE B. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Ruel B. Aquino

Printed name & Signature

Service Manager

Position/Title

Canvassed by:

  
MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979

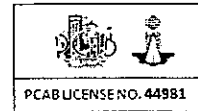
Remarks:

Quotation obtained through  
email, Please see attached.





# AQUALEAD AIR FORCE CORPORATION



**\*SUPPLY\*INSTALL\*ESTIMATES\*PREVENTIVE MAINTENANCE\*START-UP&COMMISSIONING\*OPERATORSHIP\***  
**QUOTATION**

Quotation No.: Quo.2019-052

DATE : February 19, 2019  
 ATTENTION : Marco A. David  
 COMPANY ADDRESS :  
 SUBJECT : Proposal for Leaktesting and System Re-process of Air-conditioning unit

Dear Sir / Madam,

In compliance with your request, we are pleased submit herewith our best offer for the repair of air-conditioning equipment ,subject for the following terms and conditions:

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	Leak Testing and System Re-process(KSW-18RS)	1	Lot	6,100.00	6,100.00
<b>TOTAL AMOUNT</b>					<b>PHP 6,100.00</b>

This is a quotation on the goods/services named, subject to the condition noted below:

- (1) All prices are subject to change without prior notice.
- (2) All orders are subject for confirmation and stock availability.
- (3) Validity: Fifteen (30) days from the date of this proposal.
- (4) Terms of Payment:
  - (4.1) 50% down payment upon confirmation
  - (4.2) 50% upon completion.
- (5) Workmanship: Ninety (90) days warranty.
- (6) Exclusion:
  - (6.1) Work Permits, Government Permits, Bonds and other Legal Documents.

**SCOPE OF WORKS:**

- 1 Mobilization
- 2 Coordinate work with Client Representative.
- 3 Preparation of the work area.
- 4 Isolate power supply to the unit.
- 5 Soldering of leaked pipe.
- 6 Pressure test.
- 7 Vacuuming of the system.
- 8 Charging of refrigerant.
- 9 Test run and observation.
- 10 Test run unit, record parameter and submit accomplishment report or recommendation.
- 11 Conduct housekeeping.
- 12 Endorse to client.
- 13 Demobilization.

Thank you for giving us the opportunity to quote on your requirements. Should you find it acceptable, please signify your conformity by signing on the space provided below and return to us by sending an email to (aqualeadcorp.alaf@gmail.com).

Should you have any queries regarding our offer, Please feel free to call us at our office to give you necessary assistance.

Very Truly Yours,

**AQUALEAD AIR FORCE CORPORATION**

  
**MARCO A. DAVID**  
 Procurement Management Division



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

February 26, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

RBIEL Air HVAC Refrigeration  
and Electrical Services

295-B Visayas Avenue, Tandang Sora, QC

Tel. No. 454-7924

Fax No.

Email: nick.fausto1@rbielair.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted Model: Koppel KSW-18RS	₱ 10,000.00	₱ 10,000.00
			Total	₱ 10,000.00

Very truly yours,

JOYCE B. LABAO

OIC/Chief Administrative Officer, PMD

Quoted by:

Nick R. Fausto

Printed name & Signature

Sales Marketing Coordinator

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979

Remarks:

Quotation obtained through  
email, Please see attached.



# RBIEL AIR

HVAC REFRIGERATION AND ELECTRICAL SERVICES  
295-B Visayas Avenue, Tandang Sora, Quezon City  
Telephone No.: 4547924  
[www.rbielair.com](http://www.rbielair.com)

February 26, 2019

REFERENCE NO: **0287**

## DEPARTMENT OF BUDGET AND MANAGEMENT

General Solano Street,  
San Miguel, Manila City,  
Metro Manila  
Trunk line: 657-3300 local 3115  
Mobile: Smart - 0999-8733-136  
Globe - 0997-5222-524

ATTENTION: **Marco A. David**  
Public Servant  
Procurement Management Division

SUBJECT: **LEAK REPAIR AND SYSTEM REPROCESS OF AIR CONDITIONING UNIT, WALL MOUNTED,  
MODEL: KOPPEL KSW-18RS**

Sir/Madam,

In compliance with your request, we are pleased to submit here with our proposal based on your requirements plans and specification the amount of: **TEN THOUSAND PESOS ONLY (Php 10,000.00)** VAT Inclusive.

### SCOPE OF WORK:

- Mobilization
- Coordinate work with Client Representative
- Preparation of the work area
- Isolate power supply to the unit
- Soldering of leaked pipe
- Pressure test
- Vacuuming of the system
- Charging of refrigerant
- Test run and observation
- Test run unit, record parameter and submit accomplishment report or recommendation
- Conduct housekeeping
- Endorse to client
- Demobilization

**Note:** \* Terms of payment 15 days upon completion

\* Parts found defective during course of service is not included on this proposal.

We are pleased to submit our proposal based on your requirements as follows below:

Should you have any queries, please feel free to call me at your convenient time. Thank you and we look forward to be of service to you soon.

Thank you for choosing RBIEL AIR.

Sincerely,

**NICK R. FAUSTO**  
Sales Marketing Coordinator

APPROVED BY: \_\_\_\_\_



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

February 19, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Rose Aire Enterprise

Suite 201 RAE Building, 13 F. Manalo

Street, Ligid Tipas, Taguig City

Tel. No. 533-0786 | 899-4337

Fax No. 532-9878

Email: [roseaireenterprise@gmail.com](mailto:roseaireenterprise@gmail.com) | [rae.service07@gmail.com](mailto:rae.service07@gmail.com)

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Leak Repair and System Reprocess of Air Conditioning Unit, Wall Mounted Model: Koppel KSW-18RS	₱ 26,000.00	₱ 26,000.00
			Total	₱ 26,000.00

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Christian F. Quidilig

Printed name & Signature

Service Head

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979

Remarks:

Quotation obtained through email, Please see attached.



# ROSE AIRE ENTERPRISE.

Suite 201 RAE Bldg. 13 F. Manalo St. Ligid, Tipas, Taguig City  
Tel No. (632) 533-0786; 899-4337 Telefax 5329878  
E-mail: [roseaireenterprise@gmail.com](mailto:roseaireenterprise@gmail.com) [rae.service07@gmail.com](mailto:rae.service07@gmail.com)

To:	<u>DEPARTMENT OF BUDGET AND MANAGEMENT</u>	Proposal No.	<u>2019-0219d</u>
Attn	<u>Blescila Lianzana</u>	Date	<u>Feb 19, 2019</u>
Tel #.	<u>657 3300 local 2622</u>	Term	<u>30 Days</u>

Dear Mam Blescila,

We are pleased to submit our quotation, as per your requirement.

Item	Description	Qty	Unit price	Amount
01	Leak repair and system re-process at BMB-D	1 lot	26,000.00	26,000.00
Total.....				Php 26,000.00

### Scope of Work

1. Mobilization
2. Coordinate work with Client Representative
3. Preparation of the work area
4. Isolate power supply to the unit
5. Soldering of leaked pipe
6. Pressure test
7. Vacuuming of the system
8. Charging of refrigerant
9. Test run and observation
10. Test run unit, record parameter and submit accomplishment report or recommendation
11. Conduct house keeping
12. Endorse to client
13. Demobilization



# ROSE AIRE ENTERPRISE.

Suite 201 RAE Bldg. 13 F. Manalo St. Ligid, Tipas, Taguig City

Tel No. (632) 533-0786; 899-4337 Telefax 5329878

E-mail: [roseaireenterprise@gmail.com](mailto:roseaireenterprise@gmail.com) [rae.service07@gmail.com](mailto:rae.service07@gmail.com)

We hope our quotation merits your approval.

Thank you and Best Regards.

Sincerely,

Christian F. Quidilig

Conforme: \_\_\_\_\_

Noted by:

R.Reyes



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## Request for a Brand New Aircon Unit Quotation

5 messages

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Blescila Llanzana <bllanzana@dbm.gov.ph>

Tue, Feb 19, 2019 at 10:57 AM

To: rae.service07@gmail.com

Cc: "MARCO A. DAVID" <m david@dbm.gov.ph>, "MICHAEL DENNIS V. CHOZAS" <mchozas@dbm.gov.ph>

Hi Sir Christian Quidilig,

As discussed over the phone a while ago, below are the unit details of our current defective aircon, for your reference:

Brand: Koppel KPC I8HH5

Type: 2hp wall mounted

1 year parts and service

5 years Compressor

Thank you.

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**Blescila E. Llanzana**

Administrative Officer

Budget and Management Bureau (BMB)-D

Department of Budget and Management

Boncodin Hall, General Solano St., San Miguel, Manila

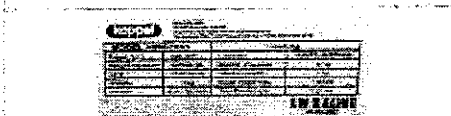
Trunkline: (02) 657-3300 local 2622

Directline: (02) 735-1740

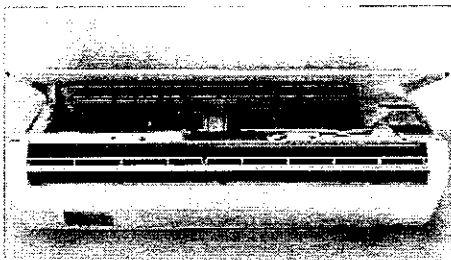
Email: bllanzana@dbm.gov.ph

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### 2 attachments



IMG\_6798.jpg  
719K



IMG\_6797.jpg  
1259K

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Blescila Llanzana <bllanzana@dbm.gov.ph>

Tue, Feb 19, 2019 at 11:17 AM

To: rae.service07@gmail.com

Cc: "MARCO A. DAVID" <m david@dbm.gov.ph>, "MICHAEL DENNIS V. CHOZAS" <mchozas@dbm.gov.ph>

Hi Sir,

Please add a quotation for aircon unit leak repair.

Thank you.

[Quoted text hidden]

---

**RAE Service** <rae.service07@gmail.com>

Tue, Feb 19, 2019 at 2:24 AM

To: Blescila Llanzana <bllanzana@dbm.gov.ph>

Cc: "MARCO A. DAVID" <mdavid@dbm.gov.ph>, "MICHAEL DENNIS V. CHOZAS" <mchozas@dbm.gov.ph>

Hi Mam Blescila

for clarification on this.

do you need a replacement of the unit or just the replacement of compressor?

Thank you

Christian Quidilig

[Quoted text hidden]

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**Blescila Llanzana** <bllanzana@dbm.gov.ph>

Tue, Feb 19, 2019 at 11:23 AM

To: RAE Service <rae.service07@gmail.com>

Cc: "MARCO A. DAVID" <mdavid@dbm.gov.ph>, "MICHAEL DENNIS V. CHOZAS" <mchozas@dbm.gov.ph>

Hi Sir,

Please find attached files for the findings.

Thank you.

[Quoted text hidden]

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**2 attachments**



**img-219112133.pdf**

286K



**img-219112106.pdf**

357K

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**RAE Service** <rae.service07@gmail.com>

Tue, Feb 19, 2019 at 3:03 AM

To: Blescila Llanzana <bllanzana@dbm.gov.ph>

Cc: "MARCO A. DAVID" <mdavid@dbm.gov.ph>, "MICHAEL DENNIS V. CHOZAS" <mchozas@dbm.gov.ph>

Hi Mam Blescila

Kindly see Attached file

Thank you

Christian Quidilig

[Quoted text hidden]



**leak repair BMB-D.docx**

98K







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 : Budget and Management Bureau-D  
 Office : Budget and Management Bureau-D

Fund Cluster :  
 Responsibility Center Code :  
 RIS No. :

Requisition

Stock No.	Unit	Description	QTY	Stock Available?		Issue	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
		aircon unit repair	1		-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the repair of one aircon unit located in the office of Dir. Nell Arevalo.

Requested by:  
 Signature :   
 Printed Name : BLESCILA E. LLANZANA  
 Designation : AO V  
 Date : February 13, 2019

Approved by:  
  
 AMANELLA D. AREVALO  
 Director IV  
 February 13, 2019

Issued by:  
 Received by:  
 BLESCILA E. LLANZANA  
 AO V  
 February 13, 2019

Republic of the Philippines  
Department of Budget and Management  
Administrative Service  
Malacanang, Manila

REQUEST FOR PRE-INSPECTION

Date: FEB. 13, 2019

May I request for the pre-inspection of SPLIT TYPE  
AIRCON, Model No. KSW-18RS,  
Serial No. H/A, and with Prop. No. H/A  
to determine defects/extent of damage and which needs  
immediate repair/replacement of spare parts.

BLESITA F. LUNZANA  
(Print Name and Sign)

BMB-D

DBM Requesting Unit

C E R T I F I C A T I O N

This is to certify that I have checked/verified the  
defect/s of the above-mentioned equipment and therefore,  
recommend the following:

1. For pull-out due to major repair required.
2. For replacement of defective run-out spare part as  
indicated in the RIV.
3. For minor repair/cleaning only.
4. For extensive check-up/verification by accredited  
Technician/Repairman.
5. For further testing/trial-run.
- ⑥ Others (specify) FOR LEAK REPAIR & REPROCESS OF THE  
SYSTEM DUE TO MULTIPLE LEAK AT EVAPORATOR.

Ref:

Approved R. v. v.

ALBERTO Y. MATANGUN  
Technician/Repairman

FEB. 13, 2019

Date and Time



**DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
JOB REQUEST FORM**

JRF No: 1901099  
Date: Feb. 11, 2019

REQUESTING OFFICE: BMB - D

**NATURE OF REQUEST:**

- |   |  |
|---|--|
| <input type="checkbox"/> Carpentry/ Masonry/ Painting | <input checked="" type="checkbox"/> Airconditioning Unit |
| <input type="checkbox"/> Plumbing                     | <input type="checkbox"/> Electrical                      |
| <input type="checkbox"/> Telephone                    | <input type="checkbox"/> Others                          |

**PARTICULARS** (attach additional sheet/s and/or drawing/s if necessary):

*Please check the aircon unit of Dir. Nell Acualo. It doesn't cool and emits smokes. Thank you*

Requested by: *[Signature]*  
*Plus Lamana*  
Administrative Officer

**PROCESSING DETAILS:** (for GSD use only)

*To be filled by Bldg and Grounds Supervisor/GSD Division Chief*

*To be filled by the lead maintenance personnel:*

- Pending     Served     Denied

Attending GSD Personnel:

Lead:

Assisted by:

	IN		OUT	
	Date	Time	Date	Time
Implemented				
On hold				
Unavailability of matls				

**TOTAL PROCESSING DAYS:**

**REMARKS:**

**ACCEPTED/ACKNOWLEDGED BY:**

The requested job was accomplished on \_\_\_\_\_ (mm/dd/yy)

*Administrative Officer*  
(Signature Over Printed Name and Date)

RECEIVED - Bldg and Grounds Supervisor

RECEIVED  
FEB 13 2019  
[Signature]

PI [Signature] 1/74/19



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

Name of Payee: AQULEAD AIR FORCE CORPORATION

Title of Project: LEAK REPAIR AND SYSTEM REPAIRS OF AIR CONDITIONING UNIT, WALL MOUNTED AT BMB-D

Contract Cost: 6,100

**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	19-097
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	19-023
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.	

2/27

}

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"/>	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**

Received checked items:

*Print Name & Signature*

*Date and Time*