



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

**PURCHASE ORDER NO. 2019-026**

Supplier: Toyota Manila Bay Corporation	Date: March 04, 2019
Address: Roxas Boulevard, corner EDSA extension, Pasay City	Mode of Procurement: Small Value Procurement
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	Delivery Term: Within 20 working days upon receipt of Purchase Order
Date of Delivery: Within 20 working days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

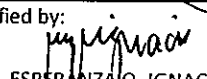
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019	1	₱ 40,711.72	₱ 40,711.72

(Total Amount in Words)  
**Forty Thousand Seven Hundred Eleven Pesos and 72/100** ₱ 40,711.72

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:  
  
 Signature \_\_\_\_\_ of Supplier  
 Date MAR 20 2019

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

Funds Availability Certified by:  ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>021016/2019-03-276</u> Amount : <u>₱ 40,711.72</u> Date : <u>3/5/19</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)**

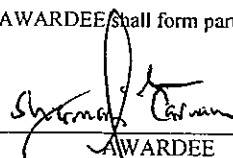
1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.**
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of 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:

 **MAR 20 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**

March 04, 2019

Mr. Sherman Caruana  
Toyota Manila Bay Corporation  
Roxas Boulevard, corner EDSA extension  
Boulevard, Pasay City

Dear Mr. Caruana:

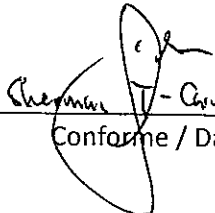
Per attached Purchase Order No. 2019-026, we hereby notify you that your Office may proceed with the delivery of the project *"General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019"*, upon receipt and acceptance of this Notice.

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 MAP

  
Sherman Caruana  
Conforme / Date  
MAR 20 2019



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

**NOTICE OF AWARD**

March 04, 2019

Mr. Sherman Caruana  
Toyota Manila Bay Corporation  
Roxas Boulevard, corner EDSA extension  
Boulevard, Pasay City

Dear Mr. Caruana:

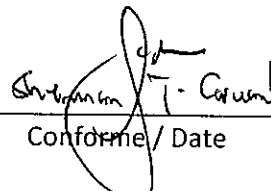
We are pleased to inform you that the project "*General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019*", is hereby awarded to your company in the amount of Forty Thousand Seven Hundred Eleven Pesos and 72/100 (P 40,711.72).

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 MAP

  
Sherman T. Caruana  
Conforme / Date **MAR 20 2019**

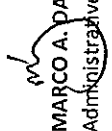


**ABSTRACT OF QUOTATIONS**


Project Title: General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019  
 ABC: 55,000  
 Date: March 4, 2019

Qty	Unit	Item/Description		Toyota Manila Bay Corporation 581-6168		Offered Specifications	Toyota Otis Inc. 564-1811 to 20		Various Suppliers	
		Particulars	Total	Unit	Total		Unit	Total		
2	lots	General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019	₱ 40,711.72	₱ 20,355.86	1	General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019	₱ 34,270.35	₱ 68,540.70	Toyota Pasong Tamo Inc. - isette.ballesteros_1@toyotapasongtamo.com Toyota Pasong Tamo Inc. - mrs@toyotapasongtamo.com Toyota Global City Inc. - service@toyotaglobalcity.com Toyota Commonwealth Inc. - mrs@tcmi.ph Toyota Pasig - tpg.servicedepartment@gmail.com Toyota Quezon Avenue - service@toyotaqa.com.ph Toyota Makati Inc. - nrambo@toyotamakati.com.ph Toyota Makati Inc. - gbllegado@toyotamakati.com.ph Toyota Abad Santos - svc.reminder@toyotaabadsantos.com.ph Toyota Abad Santos - jasaftersales@peakabadsantos.ph Toyota Abad Santos - a.datuin@toyotaabadsantos.com.ph Toyota Abad Santos - stodomingoncolai@gmail.com Toyota Cubao Inc. - v.salcedo@toyotacubao.com.ph Toyota Cubao Inc. - t.dayrit@toyotacubao.com.ph Toyota Makati Inc. - rrcambusa@toyotamakati.com.ph	
<b>Total Price</b>			<b>₱ 40,711.72</b>		<b>1</b>			<b>₱ 68,540.70</b>		
<b>Ranking</b>										
<b>Remarks</b>			Toyota Manila Bay Corporation, having the lowest calculated responsive quotation, considered as the awardee.							Invited suppliers through email but no submission


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 28, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Manila Bay Corporation  
Roxas Boulevard cor Edsa extnsn, Brgy. 76  
Pasay City

Tel. No. 581-6168

Fax No. 581-6122

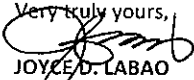
Email s.caruana@toyotamanilabay.com.ph

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	lots	General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019	₱ 20,355.86	₱ 40,711.72

Total: ₱ 40,711.72

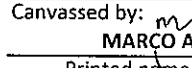
Very truly yours,

  
JOYCE D. LABAO  
OIC-Chief Administrative Officer, PMD

Quoted by:

Sherman Bob Caruana  
Printed name & Signature  
Service Advisor  
Position/Title

Canvassed by:

  
MARCO A. DAVID  
Printed name & Signature  
Administrative Officer II  
Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979  
email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email.  
Please see attached.



**ABE1019**

**SHERMAN T CARUANA**

**TOYOTA MANILA BAY CORPORATION**  
 Roxas Boulevard, Corner Edsa Extension, Barangay 76  
 Pasay City, NCR, Fourth District,  
 Philippines, 1300  
 Tel (02) 581-6168  
 Fax (02) 581-6122  
 Website: www.toyotamanilabay.com.ph  
 VAT Reg. TIN: 004-676-716-00000  
 Business Style: Sales of Passenger Motor Vehicle

- Repeat Repair
- Appointment
- Walk-in
- Waiting
- Non Waiting

**SERVICE QUOTATION**

**D3DA002802**

Page 1 of 1	Business Style:		
Customer No 1000989792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No.	Appointment
Date Received 02/28/2019	MABINI HALL MALACANANG	Business Phone No.	Cust. Appl Time (Rec Time) Date: ___/___/___ Time: ___:___ am/pm
Time Received 12:03:22PM		Mobile No. +639299642990	Production Time Date: ___/___/___ Time: ___:___ am/pm
Purchase Order No.	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000	Year/Make/Model 2012/Innova 2.5E Dsl M/T - AA - 050
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	Chassis No./VIN/Serial No. KUN405100381
	Driver's Name	Driver's Contact No.	Colour LIGHT BLUE MICA
			CS No TX8264
			Kilometers KM 45,903
			Selling Dealer TMI
			Warr Exp KM 100,000
			Delivery Date 11/29/2013
			Engine No. 2KDS262525
			Warr Exp Date

**JOB INSTRUCTION**

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		GJ	0.000		
1	1SP5501	SMILE - TIMING BELT, FRONT CRANKSHAFT AN	2.100	500.00	1,050.00
1	SK14S-MILE5-01	SK, SMILE501 IMV	1	9,057.38	9,057.38
1	16100-09261	PUMP ASSY, WATER	1	6,076.79	6,076.79
1	08889-80071	TSLC (2 LITERS)	2	353.57	707.14
1	TMB-RAGS	RAGS	1	14.00	14.00
1	TMB-HGS	HAND GLOVES	1	22.00	22.00
1	TMB-SUB_EDL	ENGINE DETAILING	1	879.46	879.46
1	TMB-SUB_MISC	MISCELLANEOUS	1	199.29	199.29
1	TMB-SUB_SP	SMILE 5	1	168.81	168.81
		Total Labor			1,050.00
		Total Part			15,841.31
		Total Sublet			1,247.56
		Total Oil/Lubncant			0.00
		Total MISC/Material			36.00
		Subtotal			18,174.87
		Less Discount			0.00
		VAT			2,180.99
		<b>GRAND TOTAL</b>			<b>20,355.86</b>

Software Provider: Toyota Motor Philippines Corporation  
 Address: Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City Laguna, 4026  
 Tax Identification No.: 000-415-713-00000

Software Name: SAP ECC-Dealer Business Management  
 Software Version: Version 6/EHP 7 0/SP05  
 Permit-to-Use (PTU) No.: 1803\_0124\_PTU\_CAS\_000294  
 Date Issued: 03/09/2018  
 Valid Until: 02/28/2023  
 Series Range: D3DA000001 - D3DZ699999

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX."  
 "THIS SERVICE QUOTATION SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE."

**MARCO A. DAVID**  
 Procurement Management Division

Customer Copy





**ABE1019**

**SHERMAN T CARUANA**

ABE 1614

**TOYOTA MANILA BAY CORPORATION**  
Roxas Boulevard, Corner Edsa Extension, Barangay 76  
Pasay City NCR, Fourth District  
Philippines 1300  
Tel (02) 581-6188  
Fax (02) 581-6122  
Website: www.toyota-manilabay.com.ph  
VAT Reg TIN 004-676-716-00000  
Business Style Sales of Passenger Motor Vehicle

- Repeat Repair
- Appointment
- Walk-in
- Waiting
- Non Waiting

# SERVICE QUOTATION

**D3DA002802**

Page 1 of 1		Business Style:	
Customer No 1000989792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No	Appointment
Date Received 02/28/2019		Business Phone No	Cust. Appl. Time (Rec. Time)
Time Received 12:03:22PM	MABINI HALL MALACANANG	Mobile No +639299642990	Date: / / Time: : am/pm
Purchase Order No.	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000	Production Time
Payment Method	Assignee's Name	Assignee's Contact No	Date: / / Time: : am/pm
<input type="checkbox"/> Cash	Driver's Name	Driver's Contact No	Appointment Reconfirmation
<input type="checkbox"/> Credit Card			Date Made: / / Time Made: : am/pm
<input type="checkbox"/> Cheque			
<input type="checkbox"/> Charge Account			

7700 Service Quotation	
Year/Make/Model	2012/Innova 2.5E Dsl M/T - AA - 050
Chassis No./VIN/Serial No	KUN405100381
Colour	LIGHT BLUE MICA
CS No	TX8264
Kilometers KM	45,903
Selling Dealer	TMI
Warr Exp KM	100,000
Delivery Date	11/29/2013
Engine No	2KDS262525
Warr Exp Date	

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		GJ	0 000	0.00	0 00
1	1SP5501	SMILE - TIMING BELT, FRONT CRANKSHAFT AN	2 100	500 00	1 050 00
1	SK14S-MILE5-01	SK, SMILE501 IMV	1	9,057 38	9 057 38
1	16100-09261	PUMP ASSY. WATER	1	6,076 79	6,076 79
1	06889-80071	TSLC (2 LITERS)	2	353 57	707 14
1	TMB-RAGS	RAGS	1	14 00	14 00
1	TMB-HGS	HAND GLOVES	1	22 00	22 00
1	TMB-SUB_EDL	ENGINE DETAILING	1	879 46	879 46
1	TMB-SUB_MISC	MISCELLANEOUS	1	199 29	199 29
1	TMB-SUB_SP	SMILE 5	1	168 81	168 81
			Total Labor		1,050 00
			Total Part		15 841 31
			Total Sublet		1 247 56
			Total Oil/Lubncant		0 00
			Total MISC/Material		36 00
			Subtotal		18,174.87
			Less Discount		0 00
			VAT		2 180 99
			<b>GRAND TOTAL</b>		<b>20,355.86</b>

Software Provider Address Tax Identification No. : 000-415-713-00500	Toyota Motor Philippines Corporation Toyota Special Economic Zone Santa Rosa - Tagaytay Highway Santa Rosa City Laguna 4026	Software Name Software Version Permit-to-Use (PTU) No. Date Issued Valid Until Series Range	SAP ECC-Dealer Business Management Version 6/EHP 7 Q/SP08 1803_0124_PTU_CAS_600094 03/06/2018 02/28/2023 D3DA003001 - D3D2696699
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**MARCO A. DAVID**  
Procurement Management Division

Customer Copy



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

February 28, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

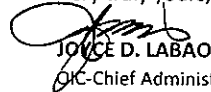
Toyota Otis Inc.  
1770 P.M Guazon St., Brgy. 831,  
Paco, Manila  
Tel. No. 564-1811 to 20  
Fax No. 564-0436 | 338-5933  
Email falcesomichael02@gmail.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	lots	General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019	₱ 34,270.35	₱ 68,540.70

Total: ₱ 68,540.70

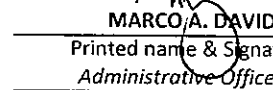
Very truly yours,

  
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

Remarks:

Quotation obtained email. Please see attached.

Telephone: 657-3300 Loc. 3115 Fax: 735-4979  
email: mdavid@dbm.gov.ph



**ABE1019**

**Michael Falceso**

**TOYOTA OTIS, INC.**  
 1773 P.M. Guazon St., Barangay 831 Pazo 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: 003-198-557-0000  
 Business Style: Sale of Passenger Motor Vehicles

- Repeat Repair
- Appointment
- Walk-in
- Waiting
- Non Waiting

**SERVICE QUOTATION**

**B1DA001857**

Page 1 of 1	Business Style:			2700 Service Quotation	
Customer No 1000889792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No +6327359225	Appointment Cust. Appl. Time (Rec. Time) Date: / / Time: : : am/pm	Year/Make/Model 2012/Innova 2.5E Dsl M/T - AA - 050	
Date Received 12/07/2016	757 SOLANO ST.	Business Phone No +6327359225	Production Time Date: / / Time: : : am/pm	Chassis No./VIN/Serial No KUN405100381	
Time Received 03:16:42PM		Mobile No +639267851684		Colour LIGHT BLUE MICA	CS No TX8264
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Appointment Reconfirmation Date Made: / / Time Made: : : am/pm	Kilometers KM 45,902	Selling Dealer TMI
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	Delivery Date 11/29/2013	
	Driver's Name	Driver's Contact No	Engine No 2KDS262525	Warr Exp Date	

**JOB INSTRUCTION**

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	1SP550*	SMILE - TIMING BELT FRONT CRANKSHAFT AN	2.100	500.00	1,050.00
1	SK14S-4MILE5-01	SK. SMILE501 IMV	1	6,110.04	6,110.04
1	TOT-SMILE2	SMILE PROMO 2	1	239.05	239.05
2	X00100	100 000 KM CHECK-UP	5.300	450.00	2,385.00
2	90430-12031	GASKET	1	31.70	31.70
2	90915-YZZD2	OIL FILTER 75*85	1	421.20	421.20
2	TOTDE-CARB4-CYLNT	ENG DECARB 4 CYLINDER	1	3,660.71	3,660.71
2	TOTSM-R3120-000NT	SILICON MOULD	1	334.82	334.82
2	TOTLM-BRAKE-PSTNT	BRAKE PASTE	1	267.86	267.86
2	TOTBR-AKECLEANNT	BRAKE CLEANER	1	177.68	177.68
2	08880-82850	TGFS SNCF 5W-30 1L	7	610.94	4,276.58
3	12099	REPLACE COOLANT/TRANSMISSION/DIFF	6	500.00	3,000.00
3	08885-80917	TGMG(SL-4 80W-90)	3	228.39	685.17
3	08885-80916	TGDS (GL-5 85W-90)	7	270.31	540.60
3	08880-80071	TSLC (2 LITERS)	2	341.90	683.82
4	12099	CHECK BAT/ REPLACE P/S FLUID/BRAKE FLUID	7	500.00	3,500.00
4	08806-81016	TATF	1	489.56	489.56
4	08823-80002	BRAKE FLUID	1	180.15	180.15
4	TOT MISC M	MISCELLANEOUS M	1	378.05	378.05
				Total Labor	9,935.00
				Total Part	70,046.47
				Total Sublet	617.11
				Total Oil/Lubricant	0.00
				Total MISC/Material	0.00
				<b>Subtotal</b>	<b>30,598.53</b>
				Less Discount	0.00
				VAT	3,671.87
				<b>GRAND TOTAL</b>	<b>34,270.35</b>



**ABE1014**

**Michael Falceso**

**TOYOTA OTIS, INC.**  
 1770 P.M. Guazon St., Barangay 831, Paco, 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: 003-498-557-00000  
 Business Style: Sale of Passenger Motor Vehicles

- Repeat Repair
- Appointment
- Walk-In
- Waiting
- Non Waiting

**SERVICE QUOTATION**

**B1DA001861**

Page 1 of 1	<b>Business Style:</b>			
Customer No. 100989792	Customer Name & Address <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	Home Phone No. +6327359225	Appointment Cust: Appt Time (Rec. Time) Date: / / Time: : am/pm	<b>2700 Service Quotation</b>
Date Received 12/10/2018	757 SOLANO ST.	Business Phone No. +6327359225	Production Time Date: / / Time: : am/pm	Year/Make/Model 2012/Innova 2.5E Dsl MT -AA -050
Time Received 08:38:11AM	Email Address a@o	Mobile No. +639267851684	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Chassis No /VIN: Serial No KUN405103190
Purchase Order No.	Assignee's Name	TIN 449-457-018-00000	Warr Exp KM 100,000	Colour DARK BROWN MICA
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Driver's Name	Assignee's Contact No	Engine No 2KDU449333	CS No T25565
		Driver's Contact No	Selling Dealer TMI	Delivery Date 12/13/2013
			Warr Exp Date	

**JOB INSTRUCTION**

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	1SP5501	SMILE - TIMING BELT FRONT CRANKSHAFT AN	2 100	500.00	1,050 00
1	SK14S-MILE5-01	SK SMILE501 IMV	1	8 110 04	8,110 04
1	TOT-SMILE2	SMILE PROMO 2	1	239.06	239 06
1	08880-83860	TGFS SN/CF 5W-30 1L	7	610.94	4,276 58
2	X00100	100,000 KM CHECK-UP	5 300	450.00	2,385 00
2	9C430-12031	GASKET	1	31.70	31 70
2	9C915-YZZD2	OIL FILTER 75*85	1	421.20	421 20
2	TOTDE-CARB4-CYLNT	ENG DECARB 4 CYLINDE	1	3 660 71	3,660 71
2	TOTLM-BRAKE-PSTNT	BRAKE PASTE	1	267.86	267 86
2	TOTSM-R3120-000NT	SILICON MOULD	1	334.82	334 82
2	TOTBR-AKECL-CANNT	BRAKE CLEANER	1	177.68	177 68
3	12099	REPLACE COOLANT:TRANSMISSION:DIFF	6	500.00	3,000 00
3	08885-80917	TGMD(GI-4 80W-90)	3	288.39	865 17
3	08885-80918	TGDG(GI-5 85W-90)	2	270.31	540 62
3	08889-80071	TSLC(2 LITERS)	2	341.96	683 92
4	12099	CHECK BAT: REPLACE P/S FLUID: BRAKE FLUID	7	500 00	3,500 00
4	08823-80002	BRAKE FLUID	1	186.16	186 16
4	TOT-MISC-M	MISCELLANEOUS-M	1	376.05	376 05
4	08886-81016	TAIF	1	469.96	469 96
				Total Labor	9,955 00
				Total Part	20,046 42
				Total Subrel	617 11
				Total Oil/Lubricant	0 00
				Total MISC/Material	0 00
				Subtotal	30,598 53
				Less Discount	0 00
				VAT	3,671 82
				<b>GRAND TOTAL</b>	<b>34,270 35</b>



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

February 27-28, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Various Suppliers

Tel. No. -  
Fax No. -  
Email -

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	lots	General km Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014 and ABE 1019	P -	P -

Total: P -

Very truly yours,

JOYCE D. LABAO  
OIC-Chief Administrative Officer, PMD

Quoted by:

Various Suppliers

Printed name & Signature

Position/Title

Remarks:

Invited suppliers through email but no submission.

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



## Request for Quotation

MARCO A. DAVID <mdavid@dbm.gov.ph>

Thu, Feb 28, 2019 at 10:29 AM

Bcc: falcesomichael02@gmail.com, servicetoyotaotis@gmail.com, Jonathan Culla <jonathan.culla@toyotaotis.com.ph>, michael.falceso@toyotaotis.com.ph, Toyota Global City Service <service@toyotaglobalcity.com>, Toyota Makati Service <gbllegado@toyotamakati.com.ph>, "Toyota Makati Inc." <nmambo@toyotamakati.com.ph>, Service Department Toyota Pasig <tpg.servicedepartment@gmail.com>, svc.reminder@toyotaabadsantos.com.ph, a.datuin@toyotaabadsantos.com.ph, Bong Salcedo <v.salcedo@toyotacubao.com.ph>, Toyota Quezon Avenue <service@toyotaqa.com.ph>, Sherman Bob Caruana <s.caruana@toyotamanilabay.com.ph>, Toyota Commonwealth Service <mrs@tcmi.ph>, jasaftersales@peakabadsantos.ph, "Ricardo R. Cambusa" <rrcambusa@toyotamakati.com.ph>

Greetings!

May I request for quotation on the following:

### 5,000 km Check-up for Toyota Avanza AIP 879

\*Replacement of Oil and Oil Filter  
Model: Toyota Avanza 1.5 G MT 2018  
Engine number: 2NRF616033  
Chassis number: MHKM5FE3FHK001

### Reface of Rotor Discs and Replacement of Defective Brake Pad and Brake Shoe for Toyota Innova ABE 1017

Model: Toyota Innova 2.5 E DLS / 2014  
Engine number: 2KDU439501  
Chassis number: KUN405102973

### Heavy KM Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014

Model: Toyota Innova 2.5 E DLS / 2014  
Engine number: 2KDU449333  
Chassis number: KUN405103190

### Heavy KM Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1019

Model: Toyota Innova 2.5 E DLS / 2014  
Engine number: 2KDS262525  
Chassis number: KUN405100381



**Marco A. David**

Public Servant  
Procurement Management Division  
Department of Budget and Management  
General Solano St., San Miguel, Malacañang, Manila  
Trunkline: 657-3300 local 3115  
Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524  
Website: www.dbm.gov.ph  
Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com



## Request for Quotation RFQ 2019-011

MARCO A. DAVID <mdavid@dbm.gov.ph>

Wed, Feb 27, 2019 at 7:58 AM

Bcc: falcesomichael02@gmail.com, servicetoyotaotis@gmail.com, Jonathan Culla <jonathan.culla@toyotaotis.com.ph>, michael.falceso@toyotaotis.com.ph, Toyota Global City Service <service@toyotaglobalcity.com>, Toyota Makati Service <gbllegado@toyotamakati.com.ph>, "Toyota Makati Inc." <nmambo@toyotamakati.com.ph>, Service Department Toyota Pasig <tpg.servicedepartment@gmail.com>, svc.reminder@toyotaabadsantos.com.ph, a.datuin@toyotaabadsantos.com.ph, b.claudio@toyotacubao.com.ph, Bong Salcedo <v.salcedo@toyotacubao.com.ph>, Toyota Quezon Avenue <service@toyotaqa.com.ph>, Sherman Bob Caruana <s.caruana@toyotamanilabay.com.ph>, Toyota Commonwealth Service <mrs@tcmi.ph>, Lisette Ballesteros <lisette.ballesteros\_1@toyotapasongtamo.com>, Timothy Dayrit <t.dayrit@toyotacubao.com.ph>

Greetings!

May I request for quotation on the following:

**Reface of Rotor Discs and Replacement of Defective Brake Pad and Brake Shoe for Toyota Innova ABE 1017**

Model: Toyota Innova 2.5 E DLS / 2014  
Engine number: 2KDU439501  
Chassis number: KUN405102973

**Heavy KM Check-up and Replacement of Defective Timing Belt for Toyota Innova ABE 1014**

Model: Toyota Innova 2.5 E DLS / 2014  
Engine number: 2KDU449333  
Chassis number: KUN405103190

Thank you,

--



**Marco A. David**

Public Servant  
Procurement Management Division  
Department of Budget and Management  
General Solano St., San Miguel, Malacañang, Manila  
Trunkline: 657-3300 local 3115  
Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524  
Website: www.dbm.gov.ph  
Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com



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

Rm of MV

Administrative Service – Procurement Management Division

TRANSMITTAL AND ACTION SLIP

"Please do not detach from the request form"

Subject: PR No. 190088 (km check up & Timing belt) ABE1014  
End User: LGRCB

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
12 Feb 2019	Jayne	Marco	12 Feb	17 March 2019
			2/18	EMAIL BLAST MADE TO SUPPLIERS
			2/27	EMAIL BLAST FOLLOW UP

No. of Day/s Completed:



**PURCHASE REQUEST**  
Department of Budget and Management

Agency: \_\_\_\_\_  
 Department: Department of Budget and Management PR NO.: 190088 DATE: \_\_\_\_\_  
 Section: LGRCB SAI.: \_\_\_\_\_ DATE: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		TOYOTA INNOVA			
		PLATE NO. ABE 1014			
		<b>HEAVY KM CHECK-UP AND</b>			
		<b>REPLACEMENT OF TIMING</b>			
		<b>BELT</b>			

Purpose: For the use of Toyota Innova w/ plate no.ABE 1014 assigned to Dir. Ryan S. Lita

Signature:	Requested by:	Approved by:
Printed Name:	<b>RYAN ANTHONY BONODE</b>	<b>ATTY. RYAN S. LITA</b>
Designation:	<i>Administrative Aide IV</i>	<i>Director IV, LGRCB</i>


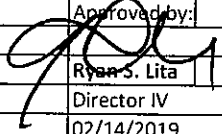


REPUBLIC OF THE PHILIPPINES  
Department of Budget and Management  
General Solano Street, San Miguel, Manila

REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management Fund Cluster :

Division/Unit : Administrative Unit			Responsibility Center Code :			
Office : LGRCB			RIS No. :			
Unit	Requisition Description	QTY	Stock Available?		Issue	
			Yes	No	QTY	Remarks
	Smile, Timing Belt, Front Crankshaft AN	2.1			2.1	
	SK, Smile501 IMV	1			1	
	Smile Promo 2	1			1	
	100,000 KM Checkup	5.3			5.3	
	Gasket	1			1	
	Oil Filter 75*85	1			1	
	TGFS(SM 5W-40)	7			7	
	Eng Decarb 4 Cylinder	1			1	
	Brake Paste	1			1	
	Silicon Mould	1			1	
	Brake Cleaner	1			1	
	Replace Coolant/Transmission/Diff	6			6	
	TGMG (GL-4 80W-90)	3			3	
	TGDG (GL5-5 85W-90)	2			2	
	TSLC (2Liters)	2			2	
	Check Bat/Replace P/ S Fluid/ Brake Fluid	5			5	
	Brake Fluid	1			1	
	Miscellaneous-M	1			1	
	TATF	1			1	

Purpose:	For office use		
Requested by:		Approved by:	
Signature :			
Printed Name :	Ryan Anthony Bonode	Ryan S. Lita	
Designation :	Administrative Aide IV	Director IV	
Date :	02/14/2019	02/14/2019	



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

02-13-19-160

Date 02/13/2019 Vehicle / Plate No. Toyota Innova 1014  
Requisitioning Office/Dept. LGRCB, Dir. R. Lita

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

First time to replace timing belt, Last change oil Aug. 8, 2018

**Complaints/Defects :**

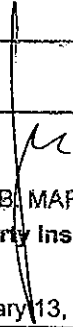
Preventive maintenance of timing belt/ change oil

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

Timing belt, Idler bearing, Tencioner bearing, Oil filter, fuel filter, Air filter.

**FINDINGS / OBSERVATIONS:**

For preventive maintenance

  
ROBERT B. MARASIGAN  
Property Inspector

Date : February 13, 2019



DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MOTORPOOL JOB REQUEST FORM

JRF No:

026

Date:

FEB 13, 2019

MOTOR VEHICLE ASSIGNED TO

LGRCB DIR. RYAN LITA

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery
- Change Tire
- Aircon Repair
- Engine Repair
- Others (specify) HEAVY KM CHECKUP AND REPLACEMENT OF TIMING BELT

Requested by:

RYAN ANTONY ROVOST  
Administrative Officer / Driver

Approved by:

[Signature]  
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation:

INITIAL FINDINGS/WORKS TO BE DONE:

HEAVY KM CHECKUP AND REPLACEMENT OF  
TIMING BELT

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

Quantity	Parts Name / Description
	TIMING BELT
	IDLER BEARING
	TENSIONER BEARING
	OIL FILTER
	FUEL FILTER
	AIR FILTER
	CRANKSHAFT

1902097

Evaluated by:

Approved by:

[Signature]  
EDDISON A. FORTUNA  
Administrative Assistant V

[Signature]  
ENGR. ARGEN M. STA. BARBARA  
...OIC-Chief Administrative Officer, GSO





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

Administrative Service – Procurement Management Division

TRANSMITTAL AND ACTION SLIP

*"Please do not detach from the request form"*

Subject: PR No. 11-0106 (Gen Km Check Up Agt 1010)  
End User: BMB-E

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
22 Feb	Joyce	Marco	25 Feb	25 March 2019

No. of Day/s Completed:	
-------------------------	--

**PURCHASE REQUEST**

Department of Budget and Management

Agency

BTMS Ref No:

Department: DBM

PR No.: 19-010640

Date: February 21, 2019


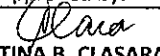
Section: BMB-E

SAI No.: \_\_\_\_\_

Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
					-
		General kilometer check-up and replacement of timing belt			
		For the service vehicle of Dir. Cristina Clasara of BMB-E			

Purpose:

		Requested by:			Approved by:
Signature:					
Printed Name:	Sunny John Paul		CRISTINA B. CLASARA		
Designation:	Administrative Aide IV (Driver)		Director IV, BMB-E		

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

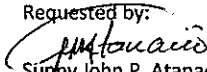
**REQUISITION AND ISSUE SLIP**

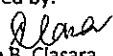
Entity Name : Department of Budget and Management  
 Division/Unit :  
 Office : BMB-E  
 Requisition

Fund Cluster :  
 Responsibility Center Code :  
 RIS No. :

Stock No.	Unit	Description	QTY	Stock Available?		Issue	Remarks
				Yes	No		
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
		General kilometer check-up and replacement of timing belt					
		For the service vehicle of Dir. Cristina B. Clasara, of BMB-E					

Purpose:

Requested by:  
 Signature :   
 Printed Name : Sunny John P. Atanacio  
 Designation : Admin. Aide IV (Driver)  
 Date : Feb. 21, 2019

Approved by:  
 Signature :   
 Cristina B. Clasara  
 Director IV, BMB-E  
 Feb. 21, 2019

Issued by:

Received by:





DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

02-19-19-163

Date 02/19/2019 Vehicle / Plate No. Toyota Innova ABE 1019  
Requisitioning Office/Dept. BMB-E, Dir. C. Clasara

Nature and Scope of Last Repair , if any :  
Last Engine check-up, July 2, 2018

First time to replace timing belt

Complaints/Defects :  
Kilometer check-up and replacement of timing belt

Parts /components to be Repaired / Replaced:  
Oil, filter, air cleaner, timing belt, idler bearing, tensioner bearing

FINDINGS / OBSERVATIONS:  
For preventive maintenance

ROBERT B. MARASIGAN  
Property Inspector

Date : February 19, 2019



DEPARTMENT OF BUDGET AND MANAGEMENT  
 SERVICE  
 REQUEST FORM

ABE 1019

TOYOTA INNOVA

1902/32

JRF No: 029  
 Date: FEB 18, 2019

BMR E DIR. CLASARA

Engine Tire  Others (specify) GENERAL KILOMETER  
 Condition Repair CHECK-UP AND TIMING  
 Engine Repair BELT

Requested by: *[Signature]*  
 SUNNY JOHN TANAWO  
 Administrative Officer / Driver

Approved by: *[Signature]*  
 DIR. CRISTINA B. CLASARA  
 Bureau/Service/Office Head, BMB-E

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: \_\_\_\_\_

INITIAL FINDINGS/WORKS TO BE DONE:

GENERAL KILOMETER CHECK-UP AND REPLACEMENT OF  
 OF DEFECTIVE TIMING BELT (OPD 100670)

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

Quantity	Parts Name / Description
	OIL FILTER
	FUEL FILTER
	AIR CLEANER
	TIMING BELT
	IDLER BEARING
	TENSIONER BEARING

*[Signature]*  
 EDDISON A. FORTUNA  
 Administrative Assistant V

*[Signature]*  
 ENGR. ARGEE M. STA. BARBARA  
 OIC-Chief Administrative Officer, GSD





Rm OF MY

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

Administrative Service (AS) and Finance Service (FS)

2019-026

TRANSMITTAL AND ACTION SLIP

TOYOTA MANILA RAY CORP.

"Please do not detach from the request form"

Subject: PR # 19-088 & 19-106 GENERAL KM CHECK-UP AND REPLACEMENT OF DEFECTIVE TIMING BELT  
End User: LGRCB, BMB-E FOR TOYOTA INNOVA ABE 10/4 and ABE 10/5

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
	PMD	DIR. TIKA	3/4/19	FOR SIGNATURE
	PMD	SUPPLIER	3/6	emailed PO, NOA, NTP
				FOR PERKES SCHOOL
			3/19	WAITING FOR EMR AVAILABILITY AT OR TODAY.

No. of Day/s Completed:

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

Name of Payee: TOYOTA MANILA BAY CORPORATION  
 Title of Project: GENERAL KM CHECK-UP AND REPLACEMENT OF DEFECTIVE TIMING BELT FOR TOYOTA INNOVA  
 Contract Cost: 40,711.72 ABC 1014 AND ABC 1019

**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              | 2019-86 t-106 |
| 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            | PO 2019-026   |
| 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.           |               |

14/19

Received checked items:

*J. B. ...*  
 Print Name & Signature

3/11/20  
 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**

\_\_\_\_\_