



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

PURCHASE ORDER NO. 2019-030

Supplier: Nissan Commonwealth Inc.	Date: March 05, 2019
Address: #41 Commonwealth Avenue, Barangay Holy Spirit, Quezon City, Metro Manila	Mode of Procurement: Small Value Procurement
TIN: 044-559-455	

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: Seven (7) calendar days from the receipt of Notice to Proceed (NTP)
Date of Delivery: Seven (7) calendar days from the receipt of Notice to Proceed (NTP)	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139 <i>Please see attached: Scope of Work</i>	1	₱ 30,325.00	₱ 30,325.00

(Total Amount In Words)
Thirty Thousand Three Hundred Twenty Five Pesos ₱ 30,325.00

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.

Conforme: J. DIMAGIBA
 Signature over Printed Name of Supplier
3/29/19
 Date

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

Funds Availability Certified by: <u>my signature</u> ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>021011012019-03-004</u> Amount : <u>₱ 30,325.</u> Date : <u>3/6/19</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:

J. O. MAGSIBA

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 05, 2019

Mr. Melvin T. Vasquez
Nissan Commonwealth Inc.
#41 Commonwealth Avenue,
Barangay Holy Spirit, Diliman,
Quezon City

Dear **Mr. Vasquez**:

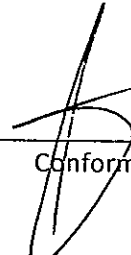
Per attached Purchase Order No. **2019-030**, we hereby notify you that your Office may proceed with the delivery of the project "*Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139*", upon receipt and acceptance of this Notice.

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

 3/29

Conforme / Date



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

NOTICE OF AWARD

March 05, 2019

Mr. Melvin T. Vasquez
Nissan Commonwealth Inc.
#41 Commonwealth Avenue,
Barangay Holy Spirit, Diliman,
Quezon City

Dear **Mr. Vasquez**:

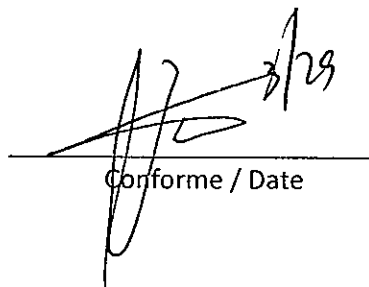
We are pleased to inform you that the project "*Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139*" is hereby awarded to your company in the amount of Thirty Thousand Three Hundred Twenty Five Pesos (Php30,325.00)

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



Conforme / Date



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

March 05, 2019

SCOPE OF WORK

Nissan Urvan SAA 1139

Engine number: YD25001916B

Chassis number: JN1TC2E26Z0015882

Parts and Labor:

10,000 km Check up

Change Oil, Oil Filter, Check all Lights, Fluid Level, Belts, Cleaned Air Filter, Open, Clean, Adjust all Brakes, Tightened Wheel Nuts and Body Bolts, Checked all System using Consultii (No DTC for Performed Pump Learning (Complete)

Parts:

- Aircon Ionizer (A/C Filter Cleaning)
- Drain Plug Washer
- Oil Filter
- Brake Cleaner
- Engine Oil
- Engine Flushing
- Aircon Filter

Materials:

- Shop supplies / Lubricant / Degreaser
- Wheel Alignment

Nissan Urvan SAA 1138

Engine number: YD25004704B

Chassis number: JN1TC2E26Z0015978

Parts and Labor:

20,000 km Check up, Change Oil

Parts:

- Engine Oil
- Oil Filter
- Fuel Filter Primary

- Fuel Filter Secondary
- Engine Flushing

- Aircon Ionizer

Materials:

- Open all wheels check / Clean / Adjust all brakes
- Brake Cleaner
- Complete Wash
- Complete Wheel Alignment
- Wiper Blade (Refill)
- Aircon Filter


MARCO A. DAVID
Procurement Management Division

ABSTRACT OF QUOTATIONS

Project Title: Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139

ABC: 30,200


Date: March 4, 2019

Qty/Unit	Item/Description		Nissan Commonwealth Inc. 951-2201 to 12		Offered Specifications	Broadway Motor Sales Corporation 09952565025 236-5780 local 114		Various Suppliers	
	Particulars	Unit	Unit	Total		Unit	Total	Unit	Total
1	Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139		30,325.00	30,325.00	Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139		32,105.00	32,105.00	Nissan Quezon Avenue - cmagbuhos@autohubgroup.com Nissan Quezon Avenue - rsabino1@autohubgroup.com Nissan Quezon Avenue - jpelobello@autohubgroup.com Nissan Quezon Avenue - dtormo@autohubgroup.com Nissan Mantrade - rrtomas10@gmail.com Nissan Sucat - jaye.manallil012186@gmail.com
Total Price			30,325.00	30,325.00			32,105.00	32,105.00	
Ranking			1				2		
Remarks			Nissan Commonwealth Inc., having the lowest calculated responsive quotation,				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



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

March 04, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Nissan Commonwealth Inc.

#43 Commonwealth Avenue, Quezon City

Tel. No. 951-2201 to 12

Fax No. 456-1697 | 952-9675

Email jabuencochoillo@nissan-smg.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139	₱ 30,325.00	₱ 30,325.00

Total: ₱ 30,325.00

Very truly yours,


JOYCE D. LABAO

OIC/Chief Administrative Officer, PMD

Quoted by:

Jay Dimaguiba

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 email. Please
see attached.

PMS100A

NISSAN COMMONWEALTH INC.

No 43 Commonwealth Ave. Quezon City Philippines 1121
Tel Nos: 651-2201 to 12 * Fax 455-1697 / 652-9675

Name :	DBM	Date	03/04/19
Address :		Contact #	
Make :	NISSAN URVAN	Model	E26
Engine No.:	YD25004704B	Color	
Chassis No.:	JN1TC2E26Z0015976	Plate #	
Insurance Co		Fax no.	

SCOPE OF WORK	LABOR	Materials	PARTS
PERFORM 20,000KM PMS CHECK UP			
1) MINERAL ENGINE OIL	2,260.00		2,224.00
2) OIL FILTER			757.00
3) AIR FILTER			2,491.00
4) FUEL FILTER PRIMARY			1,646.00
5) FUEL FILTER SECONDARY			2,779.00
6) ENGINE FLUSHING			358.00
7) AIRCON IONIZER			998.00
OPEN ALL WHEELS CHECK / CLEAN / ADJUST ALL BRA			
10) BRAKE CLEANER			300.00
COMPLETE WASH		1,675.00	
COMPLETE WHEEL ALIGNMENT	2,100.00		
WIPER BLADE (REFILL)			915.00
AIRCON FILTER			2,034.00
SUB TOTAL:	2,260.00	3,875.00	15,004.00

(Less)

NOTE:
This estimate is not valid for any court purposes and any hidden defects not evident at the time of our ocular inspection will be charged additionally.

SUMMARY	
Labor	2,260.00
Materials	3,875.00
Parts	15,004.00
Total Repair Estimate	20,939.00
Down Payment	

18,448

Prices are subject to change without prior notice

Prepared by : JAY DIMAGIBA
Service Advisor / Estimator
Contact # 9320425

Terms and Conditions :

Payment Made _____ Mode of Payment _____
 50% Down payment _____ Cash _____ P O _____
 Full Payment _____ Card _____ Others _____

- For repairs P 30,000 and above, 30% of Total Repair Cost Estimate must be paid as Down payment upon approval and signing of this Authority to Proceed Repair
- All Payments made must be evidenced by Official Receipt (OR).
- All Payments made shall be non-refundable except if due to Non-availability of Parts ordered
- Repair Cost Estimate are subjects to change without prior notice.



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

March 04, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Broadway Motor Sales Corporation

1232 United Nations Ave, Paco, Manila,

1007 Metro Manila

Tel. No. 09952565025 | 236-5780 local 114

Fax No. _____

Email jo_entereso@yahoo.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139	₱ 32,105.00	₱ 32,105.00

Total: ₱ 32,105.00

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Joebert Entereso

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.

BROADWAY MOTOR SALES CORP

REPAIR COST ESTIMATE

PMS 10,000 KMS

Name: **DEPARTMENT of BUDGET and** Date Rcvd: **MARCH 4,2019**
 Address: _____ Tel. No. _____
 Chassis No: **E26** Model: **NISSAN URVAN**
 Engine No: **YD25** Color: _____
 R.O. No: _____ Plate No: **SAA 1140**

NATURE OF WORK TO BE DONE	QTY	UNIT COST	LABOR	PARTS
PERFORM 10,000 KMS CHECK - UP			894.00	
ENGINE WASH			450.00	
PARTS TO USED :				
REGULAR OIL	8	288.00		2,304.00
OIL FILTER	1	780.00		780.00
DRAIN PLUG WASHER	1	57.00		57.00
ENGINE FLUSHING	2	600.00		1,200.00
BRAKE CLEANER	1	330.00		330.00
ENGINE TREATMENT	1	995.00		995.00
DIESEL TREATMENT	2	800.00		1,600.00
BRAKE PASTE	1	170.00		170.00
AIR FILTER	1	2,491.00		2,491.00

Terms and Condition:
 * Hidden damages that may be found upon dismantling are not included in this estimate and are subject for additional approval.
 * Prices are subject to change without prior notice.

* This Repair Cost Estimate is valid only for 1month upon date estimated.

Ms. Joebert Entereso
SERVICE ADVISOR
 0995-256-5025/236-5780 loc.114

Noted by:

Ma.Milagros Saberon
Service Parts Manager

	1,344.00	9,927.00
LABOR	1,344.00	
PARTS		9,927.00
SHOP MATERIAL		350.00
TOTAL		11,621.00

Customer Conforme:

BROADWAY MOTOR SALES CORP
REPAIR COST ESTIMATE
PMS 20,000 KMS WITH REPLACEMENT OF WIPER BLADE

Name: **DEPARTMENT of BUDGET and**
 Address:
 Chassis No: **E26**
 Engine No: **YD25**
 R.O. No:

Date Rcvd: **March 4,2019**
 Tel. No.
 Model: **NISSAN URVAN**
 Color:
 Plate No: **SAA 1138**

NATURE OF WORK TO BE DONE	QTY	UNIT COST	LABOR	PARTS
PERFORM 20,000 KMS CHECK - UP			1,188.00	
ENGINE WASH			450.00	
WHEEL ALIGNMENT			2,000.00	
TIRE BALANCING			400.00	
REPLACE WIPER BLADE			550.00	
PARTS TO USED :				
REGULAR OIL	8	288.00		2,304.00
OIL FILTER	1	780.00		780.00
DRAIN PLUG WASHER	1	57.00		57.00
ENGINE FLUSHING	2	600.00		1,200.00
BRAKE CLEANER	1	330.00		330.00
BRAKE PASTE	1	170.00		170.00
AIRCON FILTER	1	2,034.00		2,034.00
FUEL FILTER PRIMARY	1	1,649.00		1,649.00
FUEL FILTER SECONDARY	1	2,779.00		2,779.00
WIPER BLADE LH;RH	2	1,582.00		3,164.00
WIPER BLADE REAR	1	1,079.00		1,079.00
Terms and Condition:			4,588.00	15,546.00

* Hidden damages that may be found upon dismantling are not included in this estimate and are subject for additional approval.

* Prices are subject to change without prior notice.

* This Repair Cost Estimate is valid only for 1month upon date estimated.

Ms. Joebert Entereso
Service Advisor

0995-256-5025/236-5780 loc.114

Noted by:

Ma.Milagros Saberon
Parts/Service

LABOR	4,588.00
PARTS	15,546.00
SHOP MATERIAL	350.00
TOTAL	20,484.00

Customer Conforme:



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

March 04, 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
1	lot	Preventive Maintenance for Nissan Urvan SAA 1138 and SAA 1139	₱ -	₱ -

Total: ₱ -

Very truly yours,

JOYCE B. LABAD

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 - RFQ 2019-016

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

Mon, Mar 4, 2019 at 9:04 AM

Bcc: omienissan@yahoo.com, Chuck Magbuhos <cmagbuhos@autohubgroup.com>, rsabino1@autohubgroup.com, jpelobello@autohubgroup.com, dtormo@autohubgroup.com, cristinadono.nsc@gmail.com, larellano@autohubgroup.com, bfontanilla@autohubgroup.com, Ronald Ray Tomas <rrtomas10@gmail.com>, Jaye Manalili <jaye.manalili012186@gmail.com>, ncwreception@nissan-smg.com, blackfear_13th <blackfear_13th@yahoo.com>, UN Service <nuncrdservice@gmail.com>, c-laie asuncion <asuncionclaire36@gmail.com>, mnzapanta@nissan-smg.com, JOEBERT ENTERESO <jo_entereso@yahoo.com>, mtvasquez@nissan-smg.com

Greetings!

May I request for quotation on the following:

10,000 km Check-up for Nissan Urvan SAA 1139

Model: Nissan Urvan Diesel 2017

Engine number: YD25001916B

Chassis number: JN1TC2E26Z0015882

20,000 km Check-up with Replacement of Defective Wiper and Aircon Filter

Model: Nissan Urvan Diesel 2017

Engine number: YD25004704B

Chassis number: JN1TC2E26Z0015978

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

PURCHASE REQUEST

Department of Budget and Management
Agency

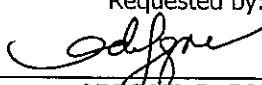

01-06001-PR-2019-02-00127


Department Department of Budget & Management PR No. 19-D105 Date: 2/21/19
 Section Office of the Secretary SAI No. _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	7000 km check-up and Replacement of Oil and Filter Nissan NV 350 SAA 1139	1	15,000.00	15,000.00

15,000.00

Purpose: Maintenance of Office Vehicle

Signature Printed Name Designation	Requested by: 	Approved by: 
	ABIGAIL D. IGNA Administrative Officer IV	AMENAH E. PANGANDAMAN Undersecretary/Chief of Staff

Department of Budget and Management
RECEIVED
 FEB 22 2019
 PROCUREMENT DIVISION
 BY:  CONTROL NO. _____

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 of the Secretary
 Office :
 Requisition

Fund Cluster :
 Responsibility Center Code : OSEC
 RIS No. : OSEC
 Stock Available? Issue

Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	lot	1000 km check-up and	1				
		Replacement of Oil and Filter					
		Nissan NV 350 SAA 1139					

Purpose: Maintenance of Office Vehicle

Requested by:
 Signature :
 Printed Name : ABEGA GNA
 Designation : Administrative Officer IV
 Date : 2/21/2018

Approved by:

 Amenah F. Pangandaman
 Undersecretary
 2/21/2019

Issued by: Received by:



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

02-20-19-164

Date 02/20/2019 Vehicle / Plate No. Nissan NV 350 SAA 1139
Requisitioning Office/Dept. OSEC

Nature and Scope of Last Repair , if any :
Last 5,000 kilometer check up, Aug. 10, 2018

Complaints/Defects :
10,000 Kilometer check-up

Parts /components to be Repaired / Replaced:
Oil, filter

FINDINGS / OBSERVATIONS:
For preventive maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : February 20, 2019

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 : AS/Motorpool
 Office : AS/Motorpool

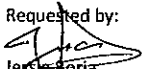
Fund Cluster :
 Responsibility Center Code :
 RIS No. : AS/Motorpool

Requisition

Stock Available? Issue

Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	pc	Oil filter	1				
	pc	Air filter	1				
	pc	Fuel filter	1				
	pcs	Wiper blade	2				
	pc	Aircon filter	1		-		
					-		
					-		
					-		
					-		
					-		

Purpose: For the preventive maintenance of Nissan NV 350 w/ plate no. SAA 1138 assigned to GSD Motorpool Jessie Borja

Signature :		Requested by:	Approved by:	Issued by:	Received by:
Printed Name :	Jessie Borja	Engr. Argee Sta Barbara	Chozas, Michael Dennis D.	Jessie Borja	
Designation :	Administrative Aide IV	OIC-Chief Administrative Officer	Administrative Officer IV	Administrative Aide IV	
Date :					



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

02-20-19-166

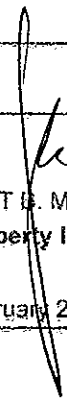
Date 02/20/2019 Vehicle / Plate No. Nissa NV 350 SAA 1138
Requisitioning Office/Dept. AS-Motorpool

Nature and Scope of Last Repair , if any :
Last 10,000 kilometer check up, Oct 26, 2018

Complaints/Defects :
20,000 Kilometer check-up

Parts /components to be Repaired / Replaced:
Oil, filter

FINDINGS / OBSERVATIONS:
For preventive maintenance


ROBERT D. MARASIGAN
Property Inspector

Date : February 20, 2019

