



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

PURCHASE ORDER NO. 2019-042

Supplier: Union Motor Corporation	Date: April 03, 2019
Address: 1760 Dra. Paz Guanzon Street, Paco, Manila	Mode of Procurement: Small Value Procurement
TIN:	

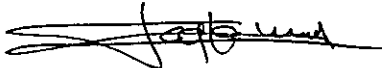
Gentlemen:
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:


Place of Delivery: DBM Building III	Delivery Term: Within 15 working days upon receipt of Purchase Order
Date of Delivery: Within 15 working days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

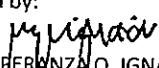
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	60,000 km Check-up for Mitsubishi ASX ABE 1035	1	₱ 19,646.00	₱ 19,646.00

(Total Amount In Words)
Nineteen Thousand Six Hundred Forty Six Pesos ₱ 19,646.00

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: 
 Signature over Printed Name of Supplier
APR 15 2019
 Date

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 : 021011012019-04-607 Amount : ₱ 19,646.00 Date : 4/8/19
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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

COA copy

**TERMS AND CONDITIONS
(PURCHASE ORDER)**

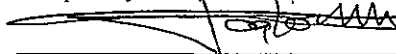
1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the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



APR 15 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

April 03, 2019

Mr. Michael Taghap
Union Motor Corporation
1760 Dra. Paz Guanzon Street,
Paco, Manila

Dear Mr. Taghap:


Per attached Purchase Order No. 2019-042, we hereby notify you that your Office may proceed with the delivery of the project "60,000 km Check-up for Mitsubishi ASX ABE 1035", 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


APR 15 2019
Conforme / Date



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

NOTICE OF AWARD

April 03, 2019

Mr. Michael Taghap
Union Motor Corporation
1760 Dra. Paz Guanzon Street,
Paco, Manila

Dear Mr. Taghap:


We are pleased to inform you that the project "60,000 km Check-up for Mitsubishi ASX ABE 1035", is hereby awarded to your company in the amount of Nineteen Thousand Six Hundred Forty Six Pesos (P 19,646.00).

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


APR 15 2019
Conforme / Date



Republic of the Philippines
Department of Budget and Management (DBM)
Office of the Secretary, Central Office
PURCHASE ORDER

Supplier: UNION MOTORS CORPORATION **PO No.:** 01-06001-PO-2019-04-00006
Address: # 1760 Dra. Paz, Guazon Street, Paco, Metro Manila, 1007 **PO Date:** April 04, 2019
TIN: 888666777000 **Bank Name:**
Tel.No.: 562-7208 **Bank/Branch:**
Fax No.: **Bank A/C No.:**
Mode of Procurement: Small Value Procurement **Account Type:**
Month: April **PR No.:** 01-06001-PR-2019-03-00018
Fund Cluster: 01 - Regular Agency Fund
Funding Source: 01101101 - Specific Budgets of National Government Agencies

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Delivery Terms: 10 working days upon receipt of the PO

Payment Terms: 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Payment for aircon cleaning and wiper (front and rear), replacement of defective parts of aircon sstem, and 60,000 km check up of the official car of ASEC Magsino	1.00	19,646.00	19,646.00
Total				₱	19,646.00

(Total Amount in Words) **NINETEEN THOUSAND SIX HUNDRED FORTY SIX PESOS AND 00/100**

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

Conforme:

Very truly yours,

Marco David

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

Date

Designation

Delivery Schedule

No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	Payment for aircon cleaning and wiper (front and rear), replacement of defective parts of aircon sstem, and 60,000 km check up of the official car of ASEC Magsino	04/01/2019	04/30/2019		1.00



Republic of the Philippines
 Department of Budget and Management (DBM)
 Office of the Secretary, Central Office
PURCHASE REQUEST

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR No.: 01-06001-PR-2019-03-00018

Date: March 12, 2019

Month: March

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	034	DBM-Office Asec-Info & Communications Technology Mgt Group	Payment for aircon cleaning and wiper (front and rear), replacement of defective parts of aircon sstem, and 60,000 km check up of the official car of ASEC Magsino	1.00	40,000.00	40,000.00
<p>BTMS PR APPROVAL</p> <p>✓ 01-06001-PR-2019-03-00018 3 April</p> <p>✓ FOR SIGNATURE + INITIAL</p> <p>RFQ - OBR</p>							
Total						P	40,000.00

Amount In Words **FORTY THOUSAND PESOS AND 00/100**

Description Payment for aircon cleaning and wiper (front and rear), replacement of defective parts of aircon sstem, and 60,000 km check up of the official car of ASEC Magsino

<p>Requested By:</p> <p>Signature : _____</p> <p>Printed Name : CLARITO ALEJANDRO MAGSINO</p> <p>Designation : Assistant Secretary</p>	<p>Approved By:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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ABSTRACT OF QUOTATIONS

Project Title: 60,000 km Check-up for Mitsubishi ASX ABE 1035
 ABC: 22,900
 Date: April 03, 2019

Item/Description		Union Motor Corporation 562-7208		Offered Specifications		DCT Holdings and Motor Services Corporation (Mitsubishi Balintawak) 362-5399 330-8901 09971898268		Various Suppliers	
Qty	Unit	Unit	Total	Unit	Total	Unit	Total	Unit	Total
1	lot	60,000 km Check-up for Mitsubishi ASX ABE 1035	₱ 19,646.00	₱ 19,646.00	60,000 km Check-up for Mitsubishi ASX ABE 1035	₱ 26,039.00	₱ 26,039.00	Mitsubishi Makati - service@citimotors.com Mitsubishi Makati - tsd@citimotors.com Mitsubishi Makati - warrantycitimotorsmakati@yahoo.com Mitsubishi Quezon Avenue - dmcqa@yahoo.com Mitsubishi Abad Santos - jasaftersales@peakabadsantos.ph Mitsubishi Abad Santos - jsese@peakabadsantos.ph Mitsubishi Abad Santos - peakjas.service@gmail.com Mitsubishi Abad Santos - jreyes@peakabadsantos.ph	
Total Price			₱ 19,646.00				₱ 26,039.00		
Ranking			1				2		
Remarks		Union Motor Corporation, having the lowest calculated responsive quotation, considered as the awardee.							


Prepared by:

MARCO A. DAVID
 Administrative Officer II

Reviewed by:


JOYCE B. 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

March 21, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Union Motor Corporation

1760 Dra Paz Guanzon Street, Paco, Manila

Tel. No. 562-7208 | 708-0848

Fax No.

Email servicereception@union-motor.com.ph

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	60,000 km Check-up for Mitsubishi ASX ABE 1035	₱ 19,646.00	₱ 19,646.00
			Total:	₱ 19,646.00

Very truly yours,


JOYCE D. LABAO

OIS-Chief Administrative Officer, PMD

Quoted by:

Michael Taghap

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.

UNION MOTORS CORPORATION

1760 DRA. PAZ GUANZON ST., PACO, MANILA

Tel #: 562-7208/ 708-0848

REPAIR ESTIMATE

Customer: DEPARTMENT OF BUDGET & MANAGEMENT **Date:** 21-Mar-19
Make: MITS. **Type:** **Model:** ASX
Plate #: ABE1035

Repairs to be done	Parts	Labor	Materials
PERFORM 60T PMS CHECK UP		2,758.00	
OIL FILTER ASSY	420.00		
AIRCON FILTER	2,835.00	473.00	
AIR FILTER	2,310.00		
DRAIN PLUG WASHER	53.00		
ENGINE OIL (TURBO XP)			3,308.00
ENGINE FLUSHING			630.00
FUEL TREATMENT			630.00
CLEANING MATERIALS			221.00
RAGS			53.00
SAND PAPER			21.00
BRAKE CLEANER			336.00
ENGINE DETAILING			767.00
 REPLACE TRANSMISSION GEAR OIL		473.00	2,730.00
 REPLACE FRONT WIPER BLADE (BOTH SIDE)	1,050.00	210.00	
REPLACE REAR WIPER BLADE	263.00	105.00	
	Cost of Parts:		6,931.00
	Cost of Labor:		4,019.00
	Cost of Materials:		8,696.00
	Total Estimate Cost:		19,646.00

Estimated by:
Michael Taghap

CONFORME:

MARCO A. DAVID
Procurement Management Division



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

March 15, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

DCT Holdings and Motor Services Corp.

1150 EDSA corner Oliveros Dr. Balintawak,

Quezon City

Tel. No. 362-5399 | 330-8901 - 05

Fax No. 330-5434

Email haraos@dctholdings.com.ph

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	60,000 km Check-up for Mitsubishi ASX ABE 1035	₱ 26,039.00	₱ 26,039.00
			Total:	₱ 26,039.00

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Hydie Araos

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.

DCT HOLDINGS & MOTOR SERVICES CORP.

1150 EDSA Cor. Oliveros Dr., Balintawak Q.C.
Tel #: 362-5399; 3308901 - 05; Fax #: 3305434

REPAIR ESTIMATE

MITSUBISHI Type: Date: 15-Mar-19
Plate #: ABE-1035 Model: ASX/LANCEF

Repairs to be done	Parts	Labor	Materials
CLEANING OF AIRCONDITION			61,676.10
PERFORM 60,000KMS CHECK UP		2,800.00	
OIL FILTER	940.00		
AIR FILTER	1,250.00		
A/C FILTER	1,550.00		
WASHER	85.00		
GEAR OIL	2,365.00		
AUXILLIARY FAN			
LEFT	13,100.00	900.00	
RIGHT	13,300.00	900.00	
WIPER BLADE			
LEFT	560.00	180.00	
RIGHT	520.00	180.00	
REAR	265.00	180.00	
OIL			3,320.00
RAGS			94.00
CLEANING OF BRAKES/TIRE ROTATE			1,195.00
FLUSHING			960.00
TREATMENT			1,260.00
ANTIBACTERIAL			1,260.00
CLEANING MATERIALS			1,295.00
NITROGEN			5,780.00
	Cost of Parts:		33,935.00
	Cost of Labor:		5,140.00
	Cost of Materials:		76,840.10

Total Estimated Cost: Php115,915.10

ESTIMATED BY: HYDIE
0997-1898268

60,000 km
check up

26,039



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

March 18, 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
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1	lot	60,000 km Check-up for Mitsubishi ASX ABE 1035	P _____ -	P _____ -
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Total: P _____ -

Very truly yours,

JOYCE D. LABAO

OIC Chief Administrative Officer, PMD

Quoted by:

Various Suppliers

Printed name & Signature

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:

Invited suppliers through email

but no submission.



Revision of Quotation - Mitsubishi ASX ABE 1035

MARCO A. DAVID <m david@dbm.gov.ph>

Mon, Mar 18, 2019 at 4:10 PM

Bcc: Heidi Araos <haraos@dctholdings.com.ph>, "Citimotors Inc. Makati" <service@citimotors.com>, Jet Paggao <dmcqa@yahoo.com>, Michael Taghap <umc.brpservice@gmail.com>, Ronnen Ordonez <peakjas.service@gmail.com>, Union Motors Corporation <michaeltaghap@yahoo.com>, Jhe Sese <jsese@peakabadsantos.ph>, Technical Service Department <tsd@citimotors.com>, warrantycitimotorsmakati@yahoo.com, Janica Reyes <jreyes@peakabadsantos.ph>, Michael Taghap <servicereception@union-motor.com.ph>, jasaftersales@peakabadsantos.ph

Greetings!

May I request for quotation on the following:

60,000 km Check-up and Replacement of Wiper (Front and Rear) for Mitsubishi ASX ABE 1035

Model: Mitsubishi ASX 2.0L 4x2 A/T 2014

Engine number: 4B11NM4910

Chassis number: JMYXTGA2WFZ000596

Thank you,

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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


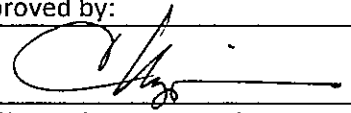
PURCHASE REQUEST

Department of Budget and Management

Agency	
Department: <u>Department of Budget and Management</u>	PR No.: <u>190120</u>
Section: <u>Office of the Assistant Secretary</u>	SAI No.: _____
Date: <u>March 6, 2019</u>	

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Aircon cleaning and wiper (front and Rear) - ABE 1035 AND REPLACENT OF DEFECTIVE PARTS FROM AIRCON SYSTEM.			
		60,000 KM CHECK-UP			

Purpose: For the official Car of Assistant Secretary Magsino

	Requested by:	Approved by:
Signature:		
Printed Name:	JOYCE ANN C. TAN	CLARITO ALEJANDRO DL. MAGSINO
Designation	Administrative Assistant V	Assistant Secretary

*Received:
MAGSINO
aler*

MAR 12 2019

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

REQUISITION AND ISSUE SLIP


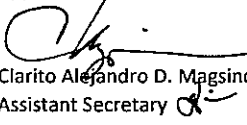
Entity Name : Department of Budget and Management
 Division/Unit : Office of the Assistant Secretary
 Office : Office of Assistant Secretary Clarito Magsino

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 cleaning and wiper (front and rear) - ABE 1035			-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: To be used at Little President's office of the BTMS and DIME staff

Requested by:	Approved by:	Issued by:	Received by:
		David B. Mateo	Joyce Ann C. Tan
Printed Name : Joyce Ann C. Tan	Clarito Alejandro D. Magsino	Property Custodian	Administrative Assistant V
Designation : Administrative Assistant V	Assistant Secretary	March 6, 2019	March 6, 2019
Date : March 6, 2019	March 6, 2019		



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

02-27-19-167

Date 02/27/2019 Vehicle / Plate No. Mitsubishi ASX ABE 1035
Requisitioning Office/Dept. OSEC, (Asec Magsino)

Nature and Scope of Last Repair , if any :

Last 50,000 kilometer check up, June 27, 2018

Complaints/Defects :

60,000 Kilometer check-up and aircon cleaning

Parts /components to be Repaired / Replaced:

Oil, filter and some aircon parts if any.

FINDINGS / OBSERVATIONS:

For preventive maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : February 27, 2019

(00056,000)

MIT'S ASX



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MOTORPOOL JOB REQUEST FORM

ARE 1085

JRF No: 035
Date: FEB 26, 2019

MOTOR VEHICLE ASSIGNED TO ASST. MAGSINO

NATURE OF REQUEST:

- Complete Service
- Aircon Cleaning
- Change Battery
- Change Tire
- Aircon Repair
- Engine Repair
- Others (specify) 60,000 KM, AIRCON CLEANING AND WIPER (FRONT & REAR)

Requested by:
Administrative Officer / Driver

Approved by:
CLARITO ALEJANDRO D. MAGSINO
Assistant Secretary
Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: _____

INITIAL FINDINGS/WORKS TO BE DONE:
60,000 KM CHECK-UP, AIRCON CLEANING AND REPLACEMENT OF DEFECTIVE WIPER

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

Quantity	Parts Name / Description

EVALUATED BY:

EDDIESON A. FORTUNA
Administrative Assistant V

ENGR. ARGEE M. STA. BARBARA
OIC-Chief Administrative Officer, GSO



Rm of MV

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

2019-042

Administrative Service (AS) and Finance Service (FS)
 TRANSMITTAL AND ACTION SLIP
 "Please do not detach from the request form"

UNION MOTOR
 CORPORATION

Subject: Aircraft Cleaning (asec. Magina), (19120)
 End User: Office of Asec. Magina

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
3/12	PMO	Mano	3/12	
			3/14	EMAIL BLAST MADE TO MITSUBISHI DEALERSHIP.
			3/22	REVISION OF QUOTES DUE TO AIRCON ISSUE, MUST BE DOUBLE CHECKED BY OTHER AIRCON SPECIALISTS, IT WILL BE A SEPARATE TRANSACTION.
4/4	AS	FS	4/4	
	JMO	GFD	4/10	FOR SERVICE SCHEDULED
			4/16	PO/NOA/NIP

No. of Day/s Completed:

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: UNION MOTOR CORPORATION
 Title of Project: 65,000 Km CHECK-UP FOR MITSUBISHI ASX ADE 1035
 Contract Cost: 11,646

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	19-120
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	19-042
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.	

4/2

9/11

Received checked items:

[Signature]
 Print Name & Signature

4/11
 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:

[Signature]
 Print Name & Signature

[Date]
 Date and Time

C. ADDITIONAL DOCUMENTS, if any

Received checked items:

[Signature]
 Print Name & Signature

[Date]
 Date and Time