



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

Name of Payee: Novel Tech Marketing Corp.  
 Title of Project: Supply & Delivery of Brother Consumables for Various Offices  
 Contract Cost: 569,076

**CHECKLIST OF DOCUMENTS**

**REMARKS**

Checklist of documents forwarded to Finance Service for:

**A. FUNDING (OBLIGATION AND CAF)**

- 1.  Purchase Request/ APP
- 2.  Pre-Inspection Report
- 3.  Obligation Request and Status
- 4.  Eligibility Documents of Suppliers
- 5.  Purchase Order/Contract
- 6.  Request for Price Quotation
- 7.  Abstract of Quotation
- 8.  Notice of Award
- 9.  Notice to Proceed
- 10.  Distribution List
- 11.  Other Documents, if any.

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Received checked items:

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 Print Name & Signature

*4/15 11:06*  
 Date and Time

**B. PROCESSING OF PAYMENT (DV)**

- 1.  Obligation Request and Status
- 3.  Pre-Inspection Report
- 4.  Inspection and Acceptance Report
- 5.  Delivery Receipt
- 6.  Sales Invoice/Statement of Account
- 7.  Warranty/Guaranty Certificate
- 8.  Purchase Request / APP
- 9.  Purchase Order/Contract
- 10.  Request for Price Quotation
- 11.  Abstract of Quotation
- 12.  Notice of Award
- 13.  Notice to Proceed
- 14.  Distribution List
- 15.  Certificate of Acceptance from End-user
- 16.  F/SMI (Report of Supplies and Materials Issued)
- 17.  RIS (Requisition and Issue Slip)
- 18.  ICS (Inventory Custodian Slip)
- 19.  PAR (Property Acknowledgement Receipt)
- 20.  WMR (Waste Material Report)
- 21.  Other Documents, if any.

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Received checked items:

Print Name & Signature

Date and Time

**C. ADDITIONAL DOCUMENTS, if any**

Received checked items:

Print Name & Signature

Date and Time



**SALES INVOICE**  
NO. 000034 A

Unit 103 Rudgen Building, #17 Shaw Boulevard,  
Brgy. San Antonio, Pasig City 1605  
Tel. No. 02-8634-8500; 02-8721-8348  
VAT REG. TIN: 009-249-090-000

**000034-H**

Sold To: **DEPARTMENT OF BUDGET AND MANAGEMENT**

Date: **April 29, 2019**

Business Style/Name: **GENERAL SOLANO ST. SAN MIGUEL MARIÑA**  
Address: **GENERAL SOLANO ST. SAN MIGUEL MARIÑA**

Terms: **30 DAYS**  
PO No.: **PO2019-045**


Contact No.: **657-3300 7354979** Salesman: **MBENARDINO**

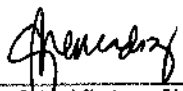
Quantity	Unit	Description	Unit Price	Amount
24 PCS		BROTHER TN-3440 TONER CART	5,302.00	127,248.00
2 PCS		BROTHER TN-2200 TONER CART	1,841.00	3,682.00
2 PCS		BROTHER TN-3420 TONER CART	3,729.00	7,458.00
2 PCS		BROTHER TN-351 BLACK TONER CART	2,922.00	5,844.00
2 PCS		BROTHER TN-351 CYAN TONER CART	2,922.00	5,844.00
2 PCS		BROTHER TN-351 MAGENTA TONER CART	2,922.00	5,844.00
2 PCS		BROTHER TN-351 YELLOW TONER CART	2,922.00	5,844.00
5 PCS		BROTHER DR-2125 DRUM	4,200.00	21,000.00
52 PCS		BROTHER DR-3365 DRUM	7,373.00	383,396.00
1 PCS		BROTHER DR-2255 DRUM	2,916.00	2,916.00

VATable Sales **508,302.57**  
 VAT-Exempt Sales  
 Zero Rated Sales  
 VAT Amount **68,873.48**  
**TOTAL AMOUNT DUE 577,176.05**

**Special Instructions:**

**TERMS OF SALE:** The Customer agrees and stipulates (1) That this purchase is payable on demand unless otherwise stipulated in writing; (2) That payment by check shall be valid only if the check is finally cleared by the drawee bank; (3) That all purchase shall earn interest of the prevailing money market rate on all overdue accounts until fully paid; (4) That in case of litigation, the case will be filed in the proper court of Pasig; (5) That the Buyer will pay 25% of the amount claimed to the case as and for attorney's fee and will likewise pay the cost and other legal expenses; (6) That the buyer will also pay a penalty of 3% per month of the total value purchased from the time the same becomes due and demandable until fully paid; (7) That the responsibility of the company ceases upon actual delivery of the goods purchased.

Checked by:   
 Approved by: 

Received the above merchandise in good order and condition  
 4/29/19  
 Customer's Signature over Printed Name / Date

100 Pads (50x4) No. 000001A-005000A  
 Loose Leaf Permit No. LLAR-043-0219-0000024  
 Date of Issue: 02-15-2019  
 BIR Authority to Print No. OCN3AUD001674428  
 Date of ATP: 03-20-2019  
 Valid Until: 03-20-2024



"THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"

**QUEENSLAND PRINTERS** Tel. No. 8726-8593  
 211-B Blak-na-Sato St., Little Baguio, San Juan City  
 TIN: 104-014-708-000 VAT  
 Printer's Accreditation No. 042MP20180000000014  
 Date of Accreditation: November 26, 2018  
 Expiry Date: November 19, 2023





Uplifted Rugby Building, 111 Glen Boulevard  
 Bldg. San Antonio, Texas 78202  
 Tel. No. 214-342-0000  
 VAT REG. TIN: 000-258-000-000

**DEPARTMENT OF BUDGET AND MANAGEMENT**

Bolt To:  
 Business Services  
 Address: GENERAL SOLANO ST. SAN MIGUEL MANILA

000034-H

April 25, 2019

30 DAYS

PO2019-042

MBERNARDINO

Date:  
 Terms:  
 PO No.:

Contact No. 627-3300 329279

Quantity	Unit	Description	Unit Price	Amount
1	PCS	BROTHER DR-2252 DRUM	2,916.00	2,916.00
25	PCS	BROTHER DR-2322 DRUM	7,373.00	184,325.00
2	PCS	BROTHER DR-2125 DRUM	4,200.00	8,400.00
2	PCS	BROTHER TN-351 YELLOW TOWER CART	1,933.00	3,866.00
2	PCS	BROTHER TN-351 MAGENTA TOWER CART	2,923.00	5,846.00
2	PCS	BROTHER TN-351 CYAN TOWER CART	2,923.00	5,846.00
2	PCS	BROTHER TN-351 BLACK TOWER CART	2,923.00	5,846.00
2	PCS	BROTHER TN-3428 TOWER CART	3,729.00	7,458.00
2	PCS	BROTHER TN-2250 TOWER CART	1,841.00	3,682.00
24	PCS	BROTHER TN-3449 TOWER CART	2,305.00	55,320.00

55,320.00

60,973.43

829,216.00

TOTAL AMOUNT DUE

*[Signature]*

QUEST PRINTING SERVICES, INC.  
 1701 West Loop West, Suite 200  
 Fort Worth, Texas 76102  
 Phone: 817-335-1111  
 Fax: 817-335-1112  
 Email: sales@questprinting.com

*[Signature]*

QUEST PRINTING SERVICES, INC.  
 1701 West Loop West, Suite 200  
 Fort Worth, Texas 76102  
 Phone: 817-335-1111  
 Fax: 817-335-1112  
 Email: sales@questprinting.com

**DELIVERY ORDER**

**No. DR2019-0814-H**

**DEPARTMENT OF BUDGET AND MANAGEMENT**

Deliver to:

GENEREAL SOLANO ST. SAN MIGUEL MANILA

Date: April 29, 2019  
MBENARDINO  
PO# PO2019-045  
Terms: 30 DAYS

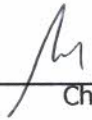
QTY	UOM	DESCRIPTION	U.PRICE	VAT	AMOUNT
24 ✓		BROTHER TN-3448 TONER CART	5,302.00		127,248.00
2 ✓		BROTHER TN-2260 TONER CART	1,841.00		3,682.00
2 ✓		BROTHER TN-3428 TONER CART	3,729.00		7,458.00
2 ✓		BROTHER TN-351 BLACK TONER CART	2,922.00		5,844.00
2 ✓		BROTHER TN-351 CYAN TONER CART	2,922.00		5,844.00
2 ✓		BROTHER TN-351 MAGENTA TONER CART	2,922.00		5,844.00
2 ✓		BROTHER TN-351 YELLOW TONER CART	2,922.00		5,844.00
5 ✓		BROTHER DR-2125 DRUM	4,200.00		21,000.00
52 ✓		BROTHER DR-3355 DRUM	7,373.00		383,396.00
1 ✓		BROTHER DR-2255 DRUM	2,916.00		2,916.00

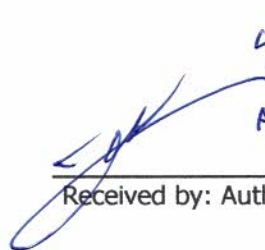
VATABLE : PESO 508,103.57  
VAT : PESO 60,972.43  
**TOTAL AMOUNT : PESO 569,076.00**

Notes:

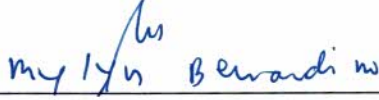

- All cheques should be crossed and made payable to **JONECO TECH MARKETING CORP.**

  
Prepared by

  
Checked by

  
4/29/19  
AS TO QY  
Received by: Authorized Signatory

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

<b>PURCHASE ORDER NO. 2019-045</b>					
Supplier: <b>JONECO TECH MARKETING CORP.</b>			Date: April 12, 2019		
Address: Unit 103 G/F Rudgen I Building, #17 Shaw Boulevard, San Antonio, Pasig City			Mode of Procurement: Small Value Procurement		
TIN: 009-249-090-000					
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 calendar days upon receipt of Purchase Order		
Date of Delivery: Within 15 calendar 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
		<b>Supply and Delivery of Brother Consumables for Various Offices</b>			
		<b>I. Toner</b>			
		a. TN 3448	24	P5,302.00	P127,248.00
		b. TN 2260	2	P1,841.00	P3,682.00
		c. TN 3428 Toner for HL-L5100DN	2	P3,729.00	P7,458.00
		d. TN 351 BLACK	2	P2,922.00	P5,844.00
		e. TN 351 CYAN	2	P2,922.00	P5,844.00
		f. TN 351 MAGENTA	2	P2,922.00	P5,844.00
		g. TN 351 YELLOW	2	P2,922.00	P5,844.00
		<b>II. Drum</b>			
		a. DR 2125 (for MFC 7450 – drum unit)	5	P4,200.00	P21,000.00
		b. DR 3355	52	P7,373.00	P383,396.00
		c. DR 2255	1	P2,916.00	P2,916.00
<b>(Total Amount In Words)</b>					
<b>Five Hundred Sixty-Nine Thousand and Seventy-Six Pesos</b>					<b>P569,076.00</b>
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: 			Very truly yours,		
Signature over Printed Name of Supplier			THEA MARIE CORINNE F. PALARCA		
Date			Director IV, Administrative Service		
4-22-19			Authorized Official (Representing End User)		
Funds Availability Certified by: 			OS No: 02101012019-04-668		
ESPERANZA Q. IGNACIO Chief Accountant			Amount: P569,076-		
			Date: 4/12/19		
<b>Distribution of Copies:</b>					
// 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. AWARDDEE 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 AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE 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 from Monday to Thursday: 8:00 am-3:00 pm and Friday: 8:00 am-12 noon 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 AWARDDEE 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 AWARDDEE 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 AWARDDEE, 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE 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 AWARDDEE shall form part of this Purchase Order.

Accepted By:

*Miguel B. Bernardino* 4-22-19

REPUBLIC OF THE PHILIPPINES)  
CITY OF MANILA ) S.S.

AWARDEE



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

**NOTICE TO PROCEED**

April 12, 2019

**MYLYN B. BERNARDINO**

Joneco Tech Marketing Corp.  
Unit 103 G/F Rudgen I Building,  
#17 Shaw Boulevard,  
San Antonio, Pasig City

Dear Ms. Bernardino:

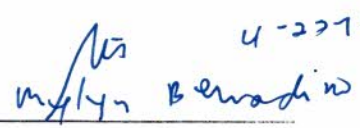
Per attached Purchase Order No. **2019-045**, we hereby notify you that your Office may proceed with the delivery of the project "*Supply and Delivery of Brother Consumables for Various Offices*", upon receipt and acceptance of this Notice.

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

  
4-22-19  
Mylyn Bernardino  
Conforme / Date





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

**NOTICE OF AWARD**

April 12, 2019

**MYLYN B. BERNARDINO**

Joneco Tech Marketing Corp.  
Unit 103 G/F Rudgen I Building,  
#17 Shaw Boulevard,  
San Antonio, Pasig City

Dear Ms. Bernardino:

We are pleased to inform you that the project *"Supply and Delivery of Brother Consumables for Various Offices"* is hereby awarded to your company in the amount of Five Hundred Sixty-Nine Thousand and Seventy-Six Pesos (P569,076.00).

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

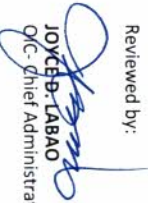
mylyn  
4-22-19  
Bernardino

**ABSTRACT OF QUOTATIONS**

Project Title: Supply and Delivery of Brother Consumables  
 ABC: Six Hundred Forty-Seven Thousand Pesos (Php647,000.00)  
 Date: April 11, 2019

Qty	Unit	Item/Description	JONECO TECH MARKETING CORP.		GIO TRADING	
			721-8348/634-8500	0920-01127350	Unit Cost	Total Price
		<b>I. Toner</b>				
24		a. TN 3448	5,302.00	127,248.00	4,500.00	108,000.00
2		b. TN 2260	1,841.00	3,682.00	2,100.00	4,200.00
2		c. TN 3428 Toner for HL-L5100DN	3,729.00	7,458.00	3,500.00	7,000.00
2		d. TN 351 BLACK	2,922.00	5,844.00	2,500.00	5,000.00
2		e. TN 351 CYAN	2,922.00	5,844.00	2,500.00	5,000.00
2		f. TN 351 MAGENTA	2,922.00	5,844.00	2,500.00	5,000.00
2		g. TN 351 YELLOW	2,922.00	5,844.00	2,500.00	5,000.00
		<b>II. Drum</b>				
5		a. DR 2125 (for MFC 7450 - drum unit)	4,200.00	21,000.00	2,500.00	12,500.00
52		b. DR 3355	7,373.00	383,396.00	4,500.00	234,000.00
1		c. DR 2255	2,916.00	2,916.00	2,800.00	2,800.00
		<b>Total Price</b>	<b>569,076.00</b>		<b>388,500.00</b>	
		Mayor's Permit		RET 19-3362		2014-071398
		Validity Date		12/31/2019		12/31/2019
		Philieps Reg. No.		2016-173659		2014-125752
		Income Tax Return (CY 2017)-Amount Paid		10,173.00		No submission
		FFPS Filing Reference to ITR Form 1702		121800024732769		No submission
		Omnibus Sworn Statement		Comply		Comply
		Signatory		Myllyn B. Bernardino		Lietzel O. Godofredo
		Notarized by:		Atty. Jose Floro P. Crisologo		Atty. Joshua P. Lapuz
		Date:		4/8/2019		2/18/2019
		Technical Specifications		Comply		Comply
		Ranking		1		Non-responsive
		Remarks	JONECO TECH MARKETING CORP., being the single calculated and responsive quotation, considered as the awardee.			

Prepared by:  
  
 MA. CHARLENE R. CADIZ  
 Administrative Officer II

Reviewed by:  
  
 JOYCEB LABAO  
 QC- Chief Administrative Officer

Approved by:  
  
 THEA MARIE GONZALEZ F. PATARCA  
 Director, Administrative Service





**OBLIGATION REQUEST AND STATUS**

Department of Budget and Management

02-101101-2019  
 Serial No. : 04-000668  
 Date : April 15, 2019  
 Fund Cluster: 01

Payee : JONECO TECH MARKETING CORP.  
 Office :  
 Address: Unit 103 G/F Rudgen I Building, #17 Shaw Boulevard, San Antonio, Pasig City

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
Various	"Supply and Delivery of Brother Consumables for Various Offices	Various	602030/0-00	569,076.00

Purchase Order No. 2019-045 569,076.00

**A. Certified :** Charges to appropriation /allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature : [Signature]  
 Printed Name : THEA MARIE CORINNE F. PALARCA  
 Position : Director IV, Administrative Service  
 Date : Apr 12, 2019

**B. Certified :** Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature : [Signature]  
 Printed Name : EDEN D. PANGILINAN  
 Position : Head, Budget Division/Unit/Authorized Representative  
 Date : 4-15-19

**C. STATUS OF OBLIGATION**

Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation (a)	Payable (b)	Payment (c)	Balance	
						Not Yet Due (d)	Due and Demandable (e)





Department of Budget and Management  
**RECEIVED**  
APR 15 2019  
BY: \_\_\_\_\_  
Director's Office  
FINANCE SERVICE

**JONECO TECH MARKETING CORP.**

Breakdown by Responsibility Center and by PPA

Covered by ORs No. 02-101101-2019-04-000668 dated April 15, 2019

Legal Basis: R.A. 10964 (as re-enacted)

Responsibility Center	Particulars	P.P.A.	Account Code	Amount
OSEC	Supply and Delivery of Brother Consumables for various offices	100000100001	50203010-00	12,760.00
AS		100000100001		15,906.00
FS		100000100001		44,238.00
ICTSS		200000100002		44,238.00
CPMS		100000100001		23,376.00
FPB		320100100001		49,925.00
SPIB		310100100001		22,119.00
BTB		310200100002		21,208.00
BMB-A		310200100001		94,730.00
BMB-B		310200100001		44,238.00
BMB-C		310200100001		142,407.00
BMB-D		310200100001		22,119.00
BMB-E		310200100001		31,812.00
				<b>Total</b>

Prepared by:

  
**ELENITA A. BOCTOT**  
Administrative Officer V



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

**REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the **"Supply and Delivery of Brother Consumables for Various Offices"** for FY 2019, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : Supply and Delivery of Brother Consumables for Various Offices  
**Approved Budget for the Contract (ABC)** : Six Hundred Forty-Seven Thousand Pesos (Php647, 000.00)  
**Specifications** : See attached Annex "B" for the Technical Specifications  
**Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila  
**Delivery Term** : Within fifteen (15) calendar days upon receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return (for ABCs above Php500k), PhilGEPS Registration Number, Omnibus Sworn Statement, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **April 10, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

  
**THEA MARIE ZORINNE F. PALARCA**  
Director IV, Administrative Service