



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
Trunkline: 657-3300

**PURCHASE ORDER NO. 2019-061**

Supplier: <b>Frigid Zone Auto Aircon Specialist Co.</b>	Date: <b>May 10, 2019</b>
Address: <b>19 Congressional Extension, corner Visayas Avenue, Quezon City</b>	Mode of Procurement: <b>Small Value Procurement</b>
TIN:	

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

Place of Delivery: <b>DBM Building III</b>	Delivery Term: <b>Twenty (20) working days upon receipt of Purchase Order (P.O.)</b>
Date of Delivery: <b>Twenty (20) working days upon receipt of Purchase Order (P.O.)</b>	Payment Term: <b>Upon completion of delivery and acceptance</b>

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi ASX ABE 1035	1	₱ 21,500.00	₱ 21,500.00

(Total Amount In Words)  
**Twenty One Thousand Five Hundred Pesos** ₱ **21,500.00**

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

Very truly yours,  
  
Conforme: *[Signature]*  
Quaresa, Raychelle  
Signature over Printed Name of Supplier  
5-20-19  
Date

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

Funds Availability Certified by: <u><i>[Signature]</i></u> ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>021611012019-05-277</u> Amount : <u>₱ 21,500.00</u> Date : <u>5/17/19</u>
---	--

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:

 **MAY 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**

May 10, 2019

Ms. Tonet Murchante  
Frigid Zone Auto Aircon Specialist Co.  
19 Congressional Extension,  
Corner Visayas Avenue, Quezon City

Dear Ms. Murchante:

Per attached Purchase Order No. 2019-061, we hereby notify you that your Office may proceed with the delivery of the project "*Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi ASX ABE 1035,*" upon receipt and acceptance of this Notice.

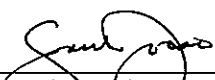
In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service MAD

MAY 20 2019

  
Conforme / Date



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

NOTICE OF AWARD

May 10, 2019

Ms. Tonet Murchante  
Frigid Zone Auto Aircon Specialist Co.  
19 Congressional Extension,  
Corner Visayas Avenue, Quezon City

Dear Ms. Murchante:

We are pleased to inform you that the Project, "*Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi ASX ABE 1035,*" is hereby awarded to your company in the amount of Twenty One Thousand Five Hundred Pesos (Php21,500.00)

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

MAY 20 2019

  
\_\_\_\_\_  
Conferme / Date





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

<b>Supplier:</b>	Frigid Zone Auto Aircon Specialist Co.	<b>PO No.:</b>	01-06001-PO-2019-05-00018
<b>Address:</b>	52 Holy Spirit Drive, Don Antonio Heights, 0	<b>PO Date:</b>	May 16, 2019
<b>TIN:</b>	003924236000	<b>Bank Name:</b>	
<b>Tel.No.:</b>	0	<b>Bank/Branch:</b>	
<b>Fax No.:</b>		<b>Bank A/C No.:</b>	
<b>Mode of Procurement:</b>	Small Value Procurement	<b>Account Type:</b>	
<b>Month:</b>	May	<b>PR No.:</b>	01-06001-PR-2019-05-00034
<b>Fund Cluster:</b>	01 - Regular Agency Fund		
<b>Funding Source:</b>	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	Cleaning of aircon and replacement of defective parts for Mitsubishi ASX ABE 1035	1.00	21,500.00	21,500.00
<b>Total</b>				<b>P</b>	<b>21,500.00</b>

**(Total Amount in Words) \*\*TWENTY ONE THOUSAND FIVE HUNDRED 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	Cleaning of aircon and replacement of defective parts for Mitsubishi ASX ABE 1035	05/01/2019	05/31/2019		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-2019-05-00034

**Date:** May 15, 2019

**Month:** May

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	075	DBM-General Services Division	Cleaning of aircon and replacement of defective parts for Mitsubishi ASX ABE 1035	1.00	25,000.00	25,000.00
<p><i>BTMS APPROVAL PLEASE:</i></p> <p><i>16 May 2019</i></p>							
<b>Total</b>						<b>₱</b>	<b>25,000.00</b>

**Amount In Words**    **\*\*TWENTY FIVE THOUSAND PESOS AND 00/100\*\***

**Description**    Cleaning of aircon and replacement of defective parts for Mitsubishi ASX ABE 1035

<p><b>Requested By:</b></p> <p>Signature : _____</p> <p>Printed Name :                      ARGEE M. STA. BARBARA</p> <p>Designation :                      OIC-Chief Administrative Officer</p>	<p><b>Approved By:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
--	---

ABSTRACT OF QUOTATIONS


Project Title: "Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi ASX ABE 1035

ABC: 49,000

Date: May 10, 2019

Item/Description		Frigid Zone Auto Aircon Specialist Co. 287-2930		Offered Specifications		Union Motor Corporation 562-7208    708-0848		DCT Holdings and Motor Services Corporation 362-5399    330-8901 to 05	
Qty	Unit	Particulars	Unit	Total		Unit	Total	Unit	Total
1	lot	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi ASX ABE 1035	₱ 21,500.00	₱ 21,500.00	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi ASX ABE 1035	₱ 71,905.00	₱ 71,905.00	₱ 75,676.10	₱ 75,676.10
<b>Total Price</b>				<b>₱ 21,500.00</b>			<b>₱ 71,905.00</b>		<b>₱ 75,676.10</b>
<b>Ranking</b>				<b>1</b>			<b>2</b>		<b>3</b>
<b>Remarks</b>				<b>Frigid Zone Auto Aircon Specialist Co., having the lowest calculated responsive quotation, considered as the awardee.</b>					

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 MAD





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

May 9, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Frigid Zone Auto Aircon  
Specialist Co.

Tel. No. 287-2930

Fax No.

Email [frigidzone.visayas@gmail.com](mailto:frigidzone.visayas@gmail.com)

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Montero ABE 1035	P 21,500.00	P 21,500.00
			<b>Total:</b>	<b>P 21,500.00</b>

Very truly yours,

JOYCE D. LABAO

OC-Chief Administrative Officer, PMD

Quoted by:

Tonet Murchante

Printed name & Signature

Service Personnel

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](mailto:mdavid@dbm.gov.ph)

Remarks:

Quotation obtained through saturation, Please see attached.



# FRIGID ZONE AUTO AIRCON SPECIALIST CO.

FRIGID ZONE AUTO AIRCON

**JOB ESTIMATE** CONGRESSIONAL AVE. EXTENSION Q.C.

TEL.# 287-2930

CUSTOMER: DBM

DATE:

May 09, 2017

ADDRESS: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

VEHICLE: Lexus LSX - 2014 model -

PLATE NO.:

ABE-1035

### SCOPE OF WORKS

### PARTS / MATERIALS (BREAKDOWN)

### PRICE

Pull down evaporator - dashboard -

for general cleaning & cabinet

Add capilla oil. Vacuum

Recharge Freon Gas (R134a)

Replace expansion valve

Replace filter drier

Replace cooling coil Lexus LSX Com -

Replace radiator fan motor original -

Flushing of system -

Replace cabin filter -

Parts & Labor

6 months warranty

4.500

1.500

1.500

6.000

6.500

500

1.000

21.500

ESTIMATED BY:

Tonei

m  
Customer's Signature

REMARKS (IF JOB DONE)

JOB ORDER NO.:



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

May 10, 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	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Montero ABE 1035	P <u>71,905.00</u>	P <u>71,905.00</u>
---	-----	---	--------------------	--------------------

**Total:** P 71,905.00

Very truly yours,  
  
**JOYCE D. LABAO**  
OIC-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: 18-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
 PERFORM GENERAL AIRCON CLEANING (FULL PACKAGE)		/ 16,100.00	
TENTATIVE PARKS			
MAGNETIC CLUTCH	15,551.00		
EVAPORATOR ASSY.	/ 36,800.00		
 1 LOT    AUXILIARY FAN MOTOR LEFT SIDE	/ 13,125.00	/ 5,880.00	
1 LOT    AUXILIARY FAN MOTOR RIGHT SIDE	13,283.00	5,880.00	
 REPLACE FRONT WIPER BLADE (BOTH SIDE)	1,050.00	210.00	
REPLACE REAR WIPER BLADE	263.00	105.00	

<b>Cost of Parts:</b>	85,690.00
<b>Cost of Labor:</b>	31,879.00
<b>Cost of Materials:</b>	8,696.00
 <b>Total Estimate Cost:</b>	 126,265.00

Estimated by:  
Michael Taghap

\* CONFIRMED VALID



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

May 10, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

DCT Holdings and Motor Services  
Corporation

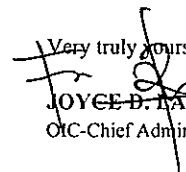
Tel. No. 362-5399 || 330-8901 to 05

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	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Montero ABE 1035	P 75,676.10	P 75,676.10
			<b>Total:</b>	<b>P 75,676.10</b>

Very truly yours,  
  
**JOYCE D. TABAO**  
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 through 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	Breakdown on next page.
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
		<b>Cost of Parts:</b>		33,935.00
		<b>Cost of Labor:</b>		5,140.00
		<b>Cost of Materials:</b>		76,840.10
<b>Total Estimated Cost:</b>				<b>Php115,915.10</b>

ESTIMATED BY: HYDIE 0997-1898268
-------------------------------------

X CONFIRMED VALID

## Request for Quotation RFQ 2019-018

Heidi Araos <haraos@dctholdings.com.ph>  
To: "MARCO A. DAVID" <mdavid@dbm.gov.ph>

Sat, Mar 16, 2019 at 1:51 PM

Hi sir Marco,

Ito po breakdown ng cleaning Aircondition sir

Labor 3,400.43

Supplies 4,191

### PARTS

Expansion Valve 3,556

Set of O ring 925.5

Parts evaluation subject for leaktest:

Evaporator Assy 11,430

Compressor Assy 35,098.17

-----  
61,676.10

Thanks,

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

--

\* CONFIRMED VALID

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]



# PURCHASE REQUEST

Department of Budget and Management

Agency

Department: Department of Budget and Management

PR No.: 190120

Date: March 6, 2019


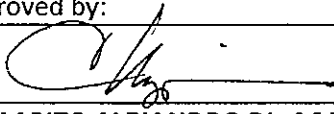
Section: Office of the Assistant Secretary

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

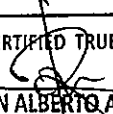
Date: \_\_\_\_\_

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


Purpose: For the official Car of Assistant Secretary Magsino

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

CERTIFIED TRUE COPY



**AARON ALBERTO A. ESCALONA**  
Procurement Management Division

Received:  
  
aler

**MAR 12 2019**

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

**REQUISITION AND ISSUE SLIP**

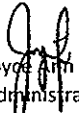
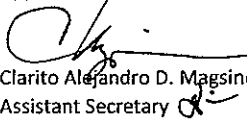
Entity Name : Department of Budget and Management  
 Division/Unit : Office of the Assistant Secretary  
 Office : Office of Assistant Secretary Clarito Magsino


Fund Cluster :  
 Responsibility Center Code :  
 RIS No. :

**Requisition**

Stock No.	Unit	Description	QTY	Stock Available?		Issue	Remarks
				Yes	No		
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:
			
Printed Name : Joyce Ann C. Tan	Clarito Alejandro D. Magsino	David B. Mateo	Joyce Ann C. Tan
Designation : Administrative Assistant V	Assistant Secretary	Property Custodian	Administrative Assistant V
Date : March 6, 2019	March 6, 2019	March 6, 2019	March 6, 2019

  
 CERTIFIED TRUE COPY  
**AARON ALBERTO A. ESCALONA**  
 Procurement Management Division



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

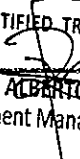
Parts /components to be Repaired / Replaced:  
Oil, filter and some aircon parts if any.

FINDINGS / OBSERVATIONS:  
For preventive maintenance

  
ROBERT B. MARASIGAN  
Property Inspector

Date : February 27, 2019

CERTIFIED TRUE COPY

  
AARON ALBERTO A. ESCALONA  
Procurement Management Division



**DEPARTMENT OF BUDGET AND MANAGEMENT**

Vehicle Record

Vehicle Price: P 1,223,323.92  
 Unit Description: MITSUBISHI ASX 2.0L 4X2A/T  
 Date Acquired: November 17, 2014  
 End-User: Assistant Secretary Clarito Alejandro D. Magsino  
 Color: Black

Red Plate: SAA 1910  
 Security Plate: ABE 1035  
 Engine No. 4B11NM4910

Chassis No. JMYXTGA2WFZ000596

Date	Work / Repair Done	Amount	Total
<b>2015</b>			
24-Feb	purchase floor matting	900.00	
23-May	1000 km check up	2,460.00	
<b>2016</b>			
03-Oct-16	25000 km check-up and aircon cleaning	9,266.33	
10-Nov	Replacement of 2smf battery	6,172.00	
15-Dec-16	Installation of car tint	7,000.00	
<b>2017</b>			
06-Apr-17	30,000 km check-up and aircon cleaning	17,107.11	
29-Jun	Emergency replacement of 4 tires w/ camber, wheel alignment and balancing	41,500.00	
25-Nov	40,000 km check-up	14,952.85	
19-Dec	Emergency replacement of defective brake pad	6,055.76	
<b>2018</b>			
08-Jan	removing of car tint	250.00	
27-Jun	50,000 km check-up	13,748.04	
05-Sep	freon additional	800.00	
27-Dec	Replacement of 2smf battery	6,760.00	
<b>2019</b>			

CERTIFIED TRUE COPY

*(Signature)*

**AARON ALBERTO A. ESCALONA**  
 Procurement Management Division



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

Name of Payee: FRIGID ZONE AUTO AIRCON SPECIALIST CO.

Title of Project: CLEANING OF AIRCON AND REPLACEMENT OF DEFECTIVE PARTS FOR MITSUBISHI ASX ABE 1035

Contract Cost: 21,500

**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	19-061
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.	

5/10

Received checked items:

*[Signature]*  
Print Name & Signature

1/17  
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"/>	R/SMI (Report of Supplies and Materials Issued)	
17.	<input type="checkbox"/>	RIS (Requisition and Issue Slip)	
18.	<input type="checkbox"/>	ICS (Inventory Custodian Slip)	
19.	<input type="checkbox"/>	PAR (Property Acknowledgement Receipt)	
20.	<input type="checkbox"/>	WMR (Waste Material Report)	
21.	<input type="checkbox"/>	Other Documents, if any.	

Received checked items:

Print Name & Signature

Date and Time

**C. ADDITIONAL DOCUMENTS, if any**

Received checked items:

Print Name & Signature

Date and Time