

PURCHASE REQUEST

Department of Budget and Management

Agency **190232**

Department: DBM PR No.: _____ Date: May 16, 2019
 Section: AS-GSD BTMS No.: _____ Date: _____


Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pouch	Soap (All Purpose)	400		
	pc	Air Freshener (Sampaguita)	70		
	pc	Insecticide	70		
	pc	Disinfectant Spray (Lavender)	70		
	pc	Mop head	100		
	pc	Heavy duty gloves	30		
	pc	Multi purpose bleach for home and laundry	50		
	pc	Trash bag XL	300 1500		
	pc	Hand brush	50		
	pc	Toilet bowl cleaner	50		
	pc	Hand soap	100		
	pc	Broom stick (walis ting-ting)	20		
	pc	Mop handle	20		
	gal	Complete wax	10		
	gal	Floor finishes/floor wax	10		
	gal	Wax stripper	10		
Nothing follows					

Purpose: Janitorial use

Signature:	Requested by:	Approved by:
Printed Name:	ENGR. ARGEE MI STA BARBARA	THEA MARIE CORINNE F. PALARCA
Designation:	OIC-Chief Administrative Officer, GSD	Director IV, AS

Prepared by:


JAN EVETTE BANGUILAN

NO STOCK AVAILABLE
 Noted By:
 5/17/19

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

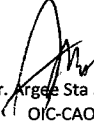
REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management
 Division/Unit : Administrative Service
 Office : GSD
 Requisition

Fund Cluster :
 Responsibility Center Code :
 RIS No. :

Stock No.	Unit	Description	QTY	Stock Available?	Issue	Remarks	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	pouch	Soap (All Purpose)	400		-		
	pc	Air Freshener (Sampaguita)	70		-		
	pc	Insecticide	70		-		
	pc	Disinfectant Spray (Lavender)	70		-		
	pc	Mop head	100		-		
	pc	Heavy duty gloves	30		-		
	pc	Multi purpose bleach for home and laundry	50		-		
	pck	Trash bag XL	1500				
	pc	Hand brush	50				
	pc	Toilet bowl cleaner	50				
	pc	Hand soap	100				
	pc	Broom stick (walis ting-ting)	20				
	pc	Mop handle	20				
	gal	Complete wax	10				
	gal	Floor finishes/floor wax	10				
	gal	Wax stripper	10				
		Nothing follows			-		
					-		

Purpose: Janitorial supplies


Requested by:
 Signature : 
 Printed Name : Engr. Argee Sta Barbara
 Designation : OIC-CAO
 Date :

Approved by:

 Thea Marie Corinne Palarca
 Director

Issued by:

Received by:
 Engr. Argee Sta Barbara
 OIC-CAO

NO STOCK AVAILABLE
 Noted By:
 5/17/19


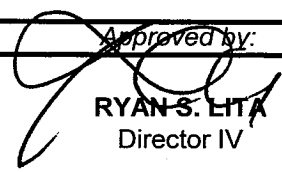
PURCHASE REQUEST

Department of Budget and Management
Agency

Department: LGRCB PR No: _____
 Section: _____ SAI No: **190231** Date March 4, 2019

<i>Requisition</i>			<i>Issuance</i>		
Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
	pack	RingBinder 21R #53	250	5.00	1,250.00
					-
					-
					-
				Total	1,250.00

Purpose: For Office/Meeting Use

	<i>Requested by:</i>  ROWENA M. MARTE SvBMS	<i>Approved by:</i>  RYAN S. LITA Director IV
Signature Printed Name Designation		



Republic of the Philippines
**Department of
Budget and
Management**

ELLEN MAE A. ESTIPONA <eestipona@dbm.gov.ph>

Request for Quotation (Ring Binder and Trash Bag)

ELLEN MAE A. ESTIPONA <eestipona@dbm.gov.ph>

Thu, May 30, 2019 at 1:54 PM

Bcc: Rodrigo Padasas <a_genmdse01@yahoo.com>, Yahoo <joyce.supplies@yahoo.com>, BANBEE@gmail.com, slimlengco@yahoo.com, info@officewarehouse.com.ph, info.manuelstationery@email.com

Hi.

May we request for a quotation of the above-mentioned items? Please see attached for the specifications.

Thank you



ELLEN MAE A. ESTIPONA

Procurement Management Division

Administrative Service

Department of Budget and Management

Telephone Number: 657 - 3300 loc 3115

Cellphone Number: +(632) 999 - 228 - 6934

Email Address: eestipona@dbm.gov.ph



RFQ TRASH BAG AND RING BINDER.pdf

87K

Request for Quotation (Ring Binder and Trash Bag)

Yahoo <joyce.supplies@yahoo.com>
Reply-To: **Yahoo** <joyce.supplies@yahoo.com>
To: "ELLEN MAE A. ESTIPONA" <eestipona@dbm.gov.ph>

Thu, May 30, 2019 at 3:02 PM

Madam,

Here's our quote.

Thank you!

Respectfully yours,

MARIE T. ONG
347 SCHOOL OFFICE SUPPLIES INC.

[Quoted text hidden]



DBM RFPQ.jpg
243K



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

REQUEST FOR PRICE QUOTATION

30 May 2019

Date

Company

347 SCHOOL OFFICE SUPPLIES INC.
347 San Vicente cor. Tomas Pinar Sts.,
Binondo, Manila

Tel. No. (02) 230-9744

Fax No. (+632) 352-1788

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

Quantity	Unit	Item/s	Unit Price	Total Price
250	pcs	Ring Binder (1/2 inch)	<u>PhP 10.15</u>	<u>PhP 2,537.50</u>
1500	pcs	Trash Bag (XL)	<u>10.00</u>	<u>15,000.00</u>

TOTAL: 1750 items

Total: PhP 17,537.50

Very truly yours,

JOYCE D. LABAO
DIC - Chief Administrative Officer
Procurement Management Division

Quoted by:


MARIE T. ONG

Print Name & Sign

Account Executive

Position/Title

Remarks:

Price Validity: 30days

Delivery Period: 15 working days

Payment Terms: 30days

Canvassed by:


ELLEN MAE A. ESTIPONA

Administrative Assistant V

Trunkline: 657-3300 loc. 3115

Fax: 735-4979

Email: eestipona@dbm.gov.ph



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

REQUEST FOR PRICE QUOTATION

Date _____

Company

Answers General Merchandise
Dasmariñas St.
Binondo Ma

Tel. No. 244 6301

Fax No. _____


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

Quantity	Unit	Item/s	Unit Price	Total Price
250	pcs	Ring Binder (1/2 inch)	12.30	3,075-
1500	pcs	Trash Bag (XL)	4.80	7,200-

TOTAL: 1750 items

Total: 10,275-

Very truly yours,


JOYCE D. LABAO
OIC - Chief Administrative Officer
Procurement Management Division

Quoted by:


Hortel Andrade
Print Name & Sign

Print Name & Sign

Sales
Position/Title

Position/Title

Remarks:

Canvassed by:


ELLEN MAE A. ESTIPONA
Administrative Assistant V
Trunkline: 657-3300 loc. 3115
Fax: 735-4979
Email: eestipona@dbm.gov.ph

ABSTRACT OF QUOTATIONS

Project Title: **Supply and Delivery of Ring Binder and Trash Bag**

ABC: **₱14,000.00**


Date: **May 30, 2019**

Item/Description			ANSWERS GENERAL MERCHANDISE 244-6301		347 SCHOOL OFFICE SUPPLIES INC. 230-9744		SENT EMAIL REQUEST BUT DID NOT SUBMIT QUOTATION	
Qty	Unit	Particulars	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price
250	pcs	Ring Binder (1/2 inch)	₱12.30	₱3,075.00	₱10.15	₱2,537.50		
1500	pcs	Trash Bags (XL)	₱4.80	₱7,200.00	10.00	15,000.00		
TOTAL:			10,275.00		17,537.50			
RANK			1		2		3	
Remarks			ANSWERS GENERAL MERCHANDISE, having the lowest calculated responsive quotation, considered as the awardee.					

Prepared by:


ELLEN MAE A. ESTIPONA
 Administrative Assistant V

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
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

May 30, 2019

MR. RODRIGO PADASAS

Answers General Merchandise
Martinez Bldg. Dasmariñas St.
Binondo, Manila

Dear Mr. Padasas:

Per attached Purchase Order No. 2019-071, we hereby notify you that your Office may proceed with the delivery of the project "Supply and Delivery of Ring Binder and Trash Bag", 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 *CH*

 *Amador* 6/3/19
Conforme / Date



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

NOTICE OF AWARD

May 30, 2019

MR. RODRIGO PADASAS

Answers General Merchandise
Martinez Bldg. Dasmariñas St.
Binondo, Manila

Dear Mr. Padasas:

We are pleased to inform you that the project "Supply and Delivery of Ring Binder and Trash Bag", is hereby awarded to your company in the amount of Ten Thousand Two Hundred and Seventy Five Pesos only (Php 10,275.00).

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 *A*
Director IV, Administrative Service *88*


Conforme / Date *6/3/19*



OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No. : 021011012019-06-001046

Date : JUNE 3, 2019

Fund Cluster: 01

1049.

Payee :	ANSWERS GENERAL MERCHANDISE			
Office :				
Address:	Martinez Bldg. Dasmariñas St., Binondo, Manila Philippines			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
AS L61MLB	Supply and Delivery of Ring Binder and Trash Bags	100000100001000	5020399000	7,200
		310300100001000	5020301002	3,075
				<u>10,275.00</u>

PO No. 2019-071	10,275.00
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<p>A. Certified : Charges to appropriation /allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal</p> <p>Signature : <u><i>[Signature]</i></u></p> <p>Printed Name : <u>THEA MARIE CORINNE F. PALARCA</u></p> <p>Position : <u>81 Director IV</u></p> <p>Date : <u>May 31, 2019</u></p>	<p>B. Certified : Allotment available and obligated for the purpose/adjustment necessary as indicated above</p> <p>Signature : <u><i>[Signature]</i></u></p> <p>Printed Name : <u>EDEN D. PANGILINAN</u></p> <p>Position : <u>Head, Budget Division/Unit/Authorized Representative</u></p> <p>Date : <u>6-03-19</u></p>
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C. STATUS OF OBLIGATION							
Reference				Amount			
Date	Particulars	ORS/JEV/Check/ADATRA No.	Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due (d)	Due and Demandable (e)

**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 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 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:

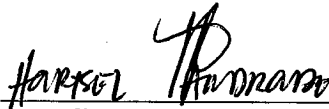

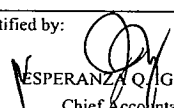


REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

AWARDEE

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

PURCHASE ORDER NO. 2019-071

Supplier: ANSWERS GENERAL MERCHANDISE		Date: May 30, 2019			
Address: Martinez Bldg. Dasmariñas St., Binondo, Manila Philippines		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: Twenty five days upon receipt of Notice of Proceed		
Date of Delivery: Twenty five days upon receipt of Notice of Proceed			Payment Term: Upon completion of delivery and acceptance		
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pcs	Ring Binder (1/2 inch)	250	12.30	P3,075.00
	pcs	Trash Bags (XL)	1500	4.80	P7,200.00
(Total Amount In Words) Ten Thousand Two Hundred and Seventy Five Pesos only					P10,275.00
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 _____ Date: 6/3/19			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: 02101102019-06-1048 Amount: P 10,275- Date: 06/03/19		
Distribution of Copies: // Original copy for the Supplier's Conforme // Agency's Central Supply and Property Section for file // COA Auditor					