

**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within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages.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:

[Signature] JUN 07 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

June 03, 2019

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

Dear Ms. Murchante:

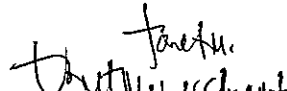
Per attached Purchase Order No. 2019-075, we hereby notify you that your Office may proceed with the delivery of the project "*Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova LHK 603 and LHK 604,*" upon receipt and acceptance of this Notice.

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

 JUN 07 2019
Conforme / Date



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

NOTICE OF AWARD

June 03, 2019

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

Dear Ms. Murchante:

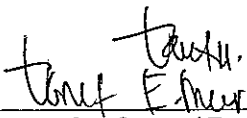
We are pleased to inform you that the Project, "*Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova LHK 603 and LHK 604,*" is hereby awarded to your company in the amount of Forty Six Thousand Pesos (Php46,000.00)

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 *sh*
Director IV, Administrative Service MAD


Tonet Murchante JUN 07 2019
Conforme / Date

ABSTRACT OF QUOTATIONS

Project Title: "Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova LHK 603 and LHK 604"

ABC: 51,000


Date: June 03, 2019

Qty	Unit	Item/Description Particulars	Frigid Zone Auto Aircon Specialist Co. 287-2930		Offered Specifications	Toyota Manila Bay Corporation 581-6168		Toyota Otis Inc. 564-1811 to 20	
			Unit	Total		Unit	Total	Unit	Total
2	lots	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova LHK 603 and LHK 604	₱ 23,000.00	₱ 46,000.00	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova SHU 962	₱ 26,260.62	₱ 52,521.24	₱ 26,532.29	₱ 53,064.58
Total Price				₱ 46,000.00			₱ 52,521.24		₱ 53,064.58
Ranking				1			2		3
Remarks			Frigid Zone Auto Aircon Specialist Co., having the lowest calculated responsive quotation, considered as the awardee.						

Prepared by:

Reviewed by:

Approved by:


MARCO A. DAVID
 Administrative Officer II


JOYCE D. LABAO
 OIC-Chief Administrative Officer, PMD


THEA MARIE CORRINE F. PALARCA
 Director IV, Administrative Service ^{MAD}



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

June 03, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Frigid Zone Auto Aircon

Specialist Co.

Tel. No. 287-2930

Fax No.

Email frigidzone.visayas@gmail.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	lots	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova LHK 603 and LHK 604	P 23,000.00	P 46,000.00
Total:			P	46,000.00

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

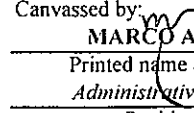
Tonet Murchante

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

Remarks:

Quotation obtained through

saturation, Please see attached.

Quotation still valid as per supplier

and PO 2019-060 and 062



FRIGID ZONE AUTO AIRCON SPECIALIST CO.

JOB ESTIMATE

TEL. # 287-2930

CUSTOMER: D.B.M

DATE: JUNE 03, 2019

ADDRESS: _____

TEL. NO.: _____

VEHICLE: T. LEXUS

PLATE NO.: LHK 603 & LHK 604

SCOPE OF WORKS

PARTS / MATERIALS (BREAKDOWN)

PRICE

ill. down evaporator - dust- r leak test & clearing		
add capilla oil. vacuum		3.000
charge from gas B4A.		
bracket		
evaporator T. Lexus part base original	- 7.000	20.000
evaporator T. Lexus part base original	- 7.000	
expansion valve spec. original	- 4.000	
bracket T. Lexus	- 1.000	
flushing of system	- 500	
	parts & labor 1 year warranty	23.000

ESTIMATED BY: [Signature]

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 30, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Manila Bay Corporation
Roxas Boulevard, corner EDSA extension
Pasay City
Tel. No. 581-6171
Fax No. 581-6123
Email s.caruana@toyotamanilabay.com.ph

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	lots	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova LHK 603 and LHK 604	P 26,260.62	P 52,521.24
			Total:	P 52,521.24

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Sherman Caruana

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.



LHK603 / 604

SHERMAN T CARUANA

TOYOTA MANILA BAY CORPORATION

Roxas Boulevard, Corner Edsa Extension, Barangay 76,
Pasay City, NCR, Fourth District
Philippines, 1300
Tel: (02) 581-6168
Fax: (02) 581-6122
Website: www.toyotamanilabay.com.ph
VAT Reg. TIN: 004-676-716-00000
Business Style: Sales & Service, Motor Vehicle

- Repeat Repair
- Appointment
- Walk-In
- Waiting
- Non Waiting

SERVICE QUOTATION

D3DA004274

Page 1 of 1	Business Style:	Home Phone No	Appointment	Z700 Service Quotation	
Customer No. 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Business Phone No	Cust. Appt. Time (Rec Time) Date: / / Time: : am/pm	Year/Make/Model 2011/Innova 2.5E Dsl M/T - AA - 044	
Date Received 05/30/2019	MABINI HALL MALACANANG	Mobile No. +639299642990	Production Time Date: / / Time: : am/pm	Chassis No./VIN/Serial No. KUN405091753	
Time Received 05:31:47PM	Email Address davidmarcodbm@gmail.com	TIN 449-457-018-00000	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Colour LIGHT BLUE MICA	CS No. TT0246
Purchase Order No.	Assignee's Name	Assignee's Contact No.	Warr Exp KM 100,000	Kilometers KM 15,313	Selling Dealer TMI
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Driver's Name	Driver's Contact No.	Engine No 2KDU232723	Delivery Date 02/08/2013	Warr Exp Date

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
0		GJ	0.000	0.00	0.00
1	15099	PULLDOWN DASHBOARD	8	500.00	4,000.00
1	88515-0K510	VAVLE.EXPANSION.#1	1	5,673.21	5,673.21
1	88515-0K060	VALVE.EXPANSION #1	1	1,386.61	1,386.61
1	88471-0K010	TANK. RECEIVER	1	3,047.32	3,047.32
1	90099-14121	O-RING	8	63.39	507.12
1	90099-14120	O-RING	8	58.04	464.32
1	90099-14119	O-RING	3	41.07	123.21
1	PZ074-0K002	FILTER & ACC ASSY. A	1	1,048.44	1,048.44
1	TMB-FREON	R-134A FREON	2	1,200.00	2,400.00
1	TMB-ECT	EVERSEAL CORK TAPE	1	82.00	82.00
1	TMB-SCWC	SPHINK COIL. WASH CLEANER	1	200.00	200.00
1	TMB-SPO	SUNICE PB100 PAG OIL 1 L	80	17.50	1,400.00
1	TMB-SUB_EDL	ENGINE DETAILING	1	879.46	879.46
1	TMB-SUB_MISC	MISCELLANEOUS	1	199.29	199.29
1	TMB-SUB_IDLL	INTERIOR DETAILING - INNOVA/AVANZA/SIENN	1	2,000.00	2,000.00
1	TMB-RAGS	RAGS	1	14.00	14.00
1	TMB-HGS	HAND GLOVES	1	22.00	22.00
			Total Labor		4,000.00
			Total Part		12,250.23
			Total Sublet		3,076.75
			Total Oil/Lubricant		0.00
			Total MISC/Material		4,118.00
			Subtotal		23,446.98
			Less Discount		0.00
			VAT		2,813.64
			GRAND TOTAL		26,260.62

Software Provider: Toyota Motor Philippines Corporation
Address: Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway Santa Rosa City, Laguna 4026
Tax Identification No.: 000-415-713-00000

Software Name: SAP ECC-Dealer Business Management
Software Version: Version 5/EHP 7 0/SP05
Permit-to-Use (PTU) No.: 1803_G124_PTU_CAS_000294
Date Issued: 02/05/2013
Valid Until: 02/28/2023
Series Range: D3DAC0001 - D3D2999999

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX."
"THIS SERVICE QUOTATION SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE."



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

May 31, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Toyota Otis Inc.

1770 P.M. Guazon Street.

Barangay 831, Paco, Manila

Tel. No. 564-1811 to 20

Fax No.

Email falcesomichael02@gmail.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
2	lots	Cleaning of Aircon and Replacement of Defective Parts for Toyota Innova LHK 603 and LHK 604	P 26,532.29	P 53,064.58
			Total:	P 53,064.58

Very truly yours,


JOYCE B. LABAO

OIC/Chief Administrative Officer, PMD

Quoted by:

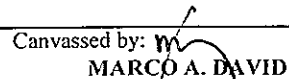
Michael Falceso

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: mdauid@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.



LHK603/604

Michael Falceso

TOYOTA OTIS, INC.
 1770 P.M. Guazon St., Barangay 831, Paco, NCR.
 City of Manila, First District, 1007
 Tel: (02) 564-1811 to 20
 Fax: (02) 564-0436/(02) 338-5933
 Website: www.toyotaotis.com.ph
 VAT Reg. TIN: 003-498-557-00000
 Business Style: Sale of Passenger Motor Vehicles

- Repeat Repair
- Appointment
- Walk-In
- Waiting
- Non Waiting

SERVICE QUOTATION

B1DA003597

Page 1 of 1	Business Style:				
Customer No. 1000989792	Customer Name & Address DEPARTMENT OF BUDGET AND MANAGEMENT	Home Phone No +6327359225	Appointment Cust. Appl. Time (Rec. Time) Date: / / Time: : am/pm	Z700 Service Quotation	
Date Received 05/31/2019	757 SOLANO ST.	Business Phone No +6327359225	Production Time Date: / / Time: : am/pm	Year/Make/Model 2011/Innova 2.5E Dsl M/T - AA - 044	
Time Received 11:59:39AM		Mobile No +639267851684		Chassis No./VIN/Serial No KUN405091753	
Purchase Order No	Email Address a@o	TIN 449-457-018-00000	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Colour LIGHT BLUE MICA	CS No. TT0246
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name	Assignee's Contact No		Kilometers KM 15,315	Selling Dealer TMI
	Driver's Name	Driver's Contact No.	Warr Exp KM 100,000	Delivery Date 02/08/2013	
			Engine No 2KDU232723	Warr Exp Date	

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	12099	AIRCON CLEANING	14	500.00	7,000.00
1	88515-0K050	VALVE EXPANSION #1	1	1,386.61	1,386.61
1	88515-0K100	VALVE EXPANSION, NO	1	3,757.14	3,757.14
1	90099-14121	O-RING	4	63.39	253.56
1	90099-14120	O-RING	4	58.04	232.16
1	90099-14119	O-RING	4	41.07	164.28
1	TOT-FREON	FREON 134A	1	1,170.00	1,170.00
1	TOT-PAGOIL	PAG OIL (EMKARATE)	1	1,365.00	1,365.00
1	88474-17010-LP	DRYER KIT	1	1,412.50	1,412.50
1	PZ071 0D004	FILTER & ACC ASSY. A	1	905.80	905.80
1	TOT-MISC-M	MISCELLANEOUS-M	1	378.05	378.05
2	08879-80010	E ROOM CLEANER TOYOTA	1	327.94	327.94
2	08879-80020	E ROOM COAT TOYOTA	1	327.94	327.94
2	12099	CAR CARE	1,341	500.00	670.50
2	12099	FULL DETAILING + CARCARE	8,954	500.00	4,477.00
				Total Labor	12,147.50
				Total Part	6,767.93
				Total Sublet	378.05
				Total Oil/Lubricant	0.00
				Total MISC./Material	2,535.00
				Subtotal	23,828.48
				Less Discount	0.00
				VAT	2,703.81
				GRAND TOTAL	26,532.29



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			Fund Cluster:		
Division/Unit :		Admin Unit			Responsibility Center Code :		
Office :		Systems and Productivity Improvement Bureau			RIS No. :		
Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	QTY	Yes	No	Quantity	Remarks
	unit	Aircon cleaning and replacement of defective parts of aircon	1		-		
		Toyota Innova					
		Plate No. LHK-603					
					-		
					-		
					-		
					-		
					-		
Purpose:		For the official service car of Director C.L. Drapete.					
Requested by:		Approved by:		Issued by:		Received by:	
Signature :							
Printed Name :		CLOTILDE S. LACSAMANA-DRAPETE				JOSEFINA J. IBANEZ	
Designation :		Director IV				Administrative Officer V	
Date :		21-May-19				May 21, 2019	



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

05-23-19-196

Date 05/23/2019 Vehicle / Plate No. Toyota Innova LHK 603
Requisitioning Office/Dept. SPIB, Dir. C. Drapete

Nature and Scope of Last Repair , if any :
Last aircon cleaning, Dec. 29, 2017

Complaints/Defects :
Aircon

Parts /components to be Repaired / Replaced:
All parts from aircon unit

FINDINGS / OBSERVATIONS:
For maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : May 23, 2019

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 982,800.00
 Unit Description: TOYOTA INNOVA (DIESEL, M/T)
 Date Acquired: February 13, 2013
 End-User: Director C. Drapete

Red Plate:
 Security Plate: LHK-603
 ENGINE #: 2KDU 232723
 CHASSIS #: KUN 405091763

Date	Work / Repair Done	Amount	Total
2013			
04-Feb	thunder alarm w/ remote	5,000.00	
14-Feb	side step board	6,265.00	
22-Feb	rain gutter	1,300.00	
18-Apr	1,000 km check-up	3,693.57	
31-Oct	5,000 km check-up	5,079.98	
2014			
08-Feb	15,000 km check-up	7,668.57	
11-Sep-14	complete engine service	5,045.00	
2015			
12-Mar	replacement of tires w/ camber and wheel alignment	17,540.00	
23-Mar	25,000 km check-up	5,365.00	
13-Jul	replacement of 2smf battery	6,172.00	
29-Jun	complete engine service	5,318.00	
28-Sep	aircon cleaning	5,500.00	
01-Dec	change oil	3,929.00	
2016			
04-May	Complete engine service	5,391.00	
24-Aug	change oil	4,247.00	
16-Sep	emergency replacement of altrnator pulley and fan motor	5,700.00	
05-Dec	Cleaning of aircon	6,630.00	
20-Dec	Emergency replacement of wiper blade	400.00	
2017			
22-Feb	50,000 km check-up	11,154.55	
17-Mar	Rplacement of clutch component	16,105.45	
18-Aug	Complete engine service, gear oil	7,137.00	
20-Oct	Emergency wheel alignment and tire mounting	1,850.00	
29-Dec	Aircon cleaning	6,160.00	
2018			
27-Mar	Complete engine service	7,231.00	
18-Jun	replacement of battery	6,900.00	
04-Dec	Replacement of wiper front and rear	850.00	
01-Oct	change oil	4,396.00	
2019			

162,028.12

FRIGID ZONE AUTO AIRCON SPECIALIST CO.

FRIGID ZONE AUTO AIRCON SPECIALIST CO.

JOB ESTIMATE

TEL.# 287-2930

CUSTOMER: D.B.M

DATE:

04/03/2019

ADDRESS:

TEL. NO.:

VEHICLE: T. Luvora

PLATE NO.:

SCOPE OF WORKS

PARTS / MATERIALS (BREAKDOWN)

PRICE

down evaporator - dual-

leak test & cleaning

Capilla oil. Valenum

charge from gas 134A.

refill

Evaporator T. Luvora part same original - 7500

Evaporator T. Luvora part same original - 7500

Expansion Valve spec. original - 4000

oil T. Luvora - 1000

charging of system - 500

Parts & labor

1 year warranty

23,000

ESTIMATED BY:

[Signature]

Customer's Signature

WORKS (IF JOB DONE)

ORDER NO.:

CONFIRMED:

[Signature]



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-2019-05-00058

Date: May 22, 2019

Month: May

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Unit	019	DBM-Systems and Productivity Improvement Bureau	Aircon cleaning and replacement of defective parts	1.00	23,000.00	23,000.00

Total P 23,000.00

Amount In Words **TWENTY THREE THOUSAND PESOS AND 00/100**

Description Aircon cleaning and replacement of defective parts

Requested By:

Approved By:

Signature :

_____ *CLOTILDE DRAPETE* _____

Printed Name :

_____ CLOTILDE DRAPETE _____

Designation :

_____ Acting Director IV _____



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

05-30-19-198

Date 05/30/2019 Vehicle / Plate No. Toyota Innova LHK 604
Requisitioning Office/Dept. FPRB, DBCC Dir. Reyes

Nature and Scope of Last Repair, if any :
Last cleaning of aircon, July 26, 2018

Complaints/Defects :
Aircon

Parts /components to be Repaired / Replaced:
Defective parts of aircon unit

FINDINGS / OBSERVATIONS:
For maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : May 30, 2019



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-2019-05-00079

Date: May 27, 2019

Month: May

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	010	DBM-Fiscal Planning and Reforms Bureau	1 lot General Cleaning of aircon and replacement of defective parts For LHK 604 Toyota Innova service car assigned in FPRB-DBCC	1.00	23,000.00	23,000.00

Total P 23,000.00

Amount In Words **TWENTY THREE THOUSAND PESOS AND 00/100**

Description 1 lot General Cleaning of aircon and replacement of defective parts For LHK 604 Toyota Innova service car assigned in FPRB-DBCC

Requested By:

Approved By:

Signature :

Printed Name :

Designation :

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: FRIGID ZONE AUTO AIRCON SPECIALIST CO.

Title of Project: CLEANING AND REPLACEMENT OF DEFECTIVE PARTS FOR TOYOTA INNOVA LHL 603 } LHL 604

Contract Cost: 40,000

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	19-223/19-2280
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	17-075
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.	

Handwritten initials: m/s

Handwritten signature/initials

Received checked items:

_____ *[Signature]* _____ *4/4*
 Print Name & Signature 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:

_____ _____
 Print Name & Signature Date and Time

C. ADDITIONAL DOCUMENTS, if any

Received checked items:

_____ _____
 Print Name & Signature Date and Time