

MILOUCH ENTERPRISES

B-14 L-9 Cordillera St., Burgos, Rodriguez, Rizal
 Maria Consuelo S. Arias - Prop.
 VAT REG. TIN 106-358-710-000

Nº 797

SALES INVOICE

Sold to: DEPARTMENT OF BUDGET AND MANAGEMENT Date: 17-AUG-19

Address: _____ Terms: _____

Bus. Style: GENERAL SOLAWO STREET, SM MICROWEL HANILA P.O. No.: 2019-080
 TIN: _____

Quantity	Unit	DESCRIPTION	Unit Price	Amount
1	LGT	SUPPLY, DELIVERY, FABRICATION AND INSTALLATION OF CLEAR GLASS BOARD	15,900.00	15,900.00
		***** NOTHING FOLLOWS *****		

Department of Budget and Management
 RECEIVED
 AUG 19 2019
 OFFICE OF THE DIRECTOR
 CONTROL DIV. *PMW-6048*

DEPARTMENT OF BUDGET AND MANAGEMENT
 AS, CENTRAL RECORDS DIV
RECEIVED
 AUG 19 2019
 BY: _____
 REF. NO. _____

VATABLE SALES		TOTAL SALES
VAT-EXEMPT SALES		ADD: 12% VAT
ZERO RATED SALES		15,900.00
VAT AMOUNT		TOTAL AMOUNT DUE

PREPARED BY: *JAm/mcsa*

RECEIVED THE ABOVE GOODS IN GOOD ORDER AND CONDITION.

AUTHORIZED SIGNATURE

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

MILOUCH ENTERPRISES

B-14 L-9 Cordillera St., Burgos, Rodriguez, Rizal
Maria Consuelo S. Arias - Prop.
VAT REG. TIN 106-358-710-000

No 695

DELIVERY RECEIPT

Delivered to: DEPARTMENT OF BUDGET AND MANAGEMENT
Address:
Date: 17-AUG-19
Terms:
Bus. Style:
P.O. No.:

Table with columns: Quantity, Unit, DESCRIPTION. Row 1: 1 LOT SUPPLY, DELIVERY, FABRICATION AND INSTALLATION OF CLEAR GLASS BOARD. Includes a stamp: DEPARTMENT OF BUDGET AND MANAGEMENT AS, CENTRAL RECORDS DIV AUG 19 2019. Another stamp: AUG 19 2019 OFFICE OF THE DIRECTOR, AS CONTROL NO. 6048.

PREPARED BY:

Handwritten signature/initials and AUTHORIZED SIGNATURE.

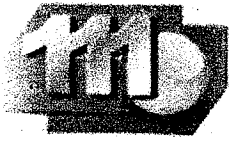
RECEIVED THE ABOVE GOODS IN GOOD ORDER AND CONDITION.

Handwritten signature/initials and AUTHORIZED SIGNATURE.

20 Bkts. 50x4 001-1500 BIR Authority to Print No. 3AU0001595711 Date Issued: 8-10-18 Valid Until: 8-10-23
RANMIG Printing Service, Hippon Alley, Dagat-dagatan, Calooan City TIN 109-912-072-000 VAT Printer's Accreditation No. 027MP20140000000003
Date Issued: 01-10-14

"THIS DELIVERY RECEIPT SHALL BE VALID FOR (5) YEARS FROM THE DATE OF ATP"

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"



MILOUCH *Enterprises*

August 17, 2019

WARRANTY & LIMITATION OF LIABILITY

ATTENTION : DEPARTMENT OF BUDGET AND MANAGEMENT
ADDRESS : General Solano Street, San Miguel, Manila

WARRANTY

Milouch Enterprises is providing one (1) year warranty on the workmanship of the project, Supply, Delivery, Fabrication and Installation of Clear Glass Board under Purchase Order (P.O) No. 2019-080.

LIMITATIONS ON LIABILITY

Milouch Enterprises shall not be liable for damages of the following:

- *Deterioration due to normal wear and tear*
- *Faulty installation of the unit by the client or his representative*
- *Unauthorized installation and/or repair of the unit*
- *Tampering and improper use of gross negligence in the use of the unit*
- *Damaged caused by natural calamities and other fortuitous events*

Prepared by:

MARIA CONSUELO S. ARIAS
General Manager



MILOUCH *Enterprises*

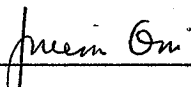
CERTIFICATE OF COMPLETION AND ACCEPTANCE

Project Title:	Supply, Delivery, Fabrication and Installation of Clear Glass Board
Contract Amount:	Fifteen Thousand Nine Hundred Pesos only (Php 15,900.00) VAT-inclusive
Completion Date:	August 17, 2019

This is to certify that Milouch Enterprises has satisfactory completed the Supply, Delivery, Fabrication and Installation of Clear Glass Board . under P.O. No. 2019-080.

Final inspection of the work has been conducted. All requirements have been completed and Milouch Enterprises has complied with its obligations according to the project's scope of work.

PREPARED BY:



MARIA CONSUELO S. ARIAS
General Manager

APPROVED BY:

Signature over Printed Name

ESPIRITU ST. COR. MARANG ROAD, BURGOS, RODRIGUEZ, RIZAL • TEL NO.: 997-8980
TELEFAX: 212-3914

milouchent@yahoo.com • milouchent@gmail.com



MILOUCH *Enterprises*

M-CR-19-021

17 August 2019

MS. THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service
Department of Budget and Management
General Solano Street, San Miguel, Manila

Dear Ms. Palarca,

We are pleased to inform you that we have been able to complete the project, **Supply, Delivery, Fabrication and Installation of Clear Glass Board** Under Purchase Order (P.O) No. **2019-080** amounting to **Fifteen Thousand Nine Hundred Pesos Only (Php 15,900.00), VAT-inclusive**. Kindly see attached file for the completion report.


Thank you and it has been a pleasure working with you.

Sincerely,


JON JON C. TRINIDAD
Account Officer



Noted by:

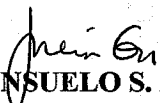

MARIA CONSUELO S. ARIAS
General Manager

PROJECT COMPLETION REPORT

PROJECT	Supply, Delivery, Fabrication and Installation of Clear Glass Board
AGENCY	Department of Budget and Management
LOCATION	General Solano Street, San Miguel, Manila
DATE OF COMPLETION	August 17, 2019
CONTRACTOR	Milouch Enterprises
OFFICE ADDRESS	Espiritu Street corner Marang Road, Burgos, Rodriguez, Rizal
AMOUNT OF CONTRACT	Fifteen Thousand Nine Hundred Pesos only (Php 15,900.00) VAT-inclusive
SCOPE OF WORK	
<ul style="list-style-type: none">• Supply, Delivery, Fabrication and Installation of Clear Glass Board	

CONCURRED:

August 17, 2019
Date


MARIA CONSUELO S. ARIAS
General Manager

ESPIRITU ST. COR. MARANG ROAD, BURGOS, RODRIGUEZ, RIZAL • TEL NO.: 997-8980 TELEFAX: 212-3914

milouchent@yahoo.com • milouchent@gmail.com



In following-up, pls. cite DMS ref #

2019-AS-0079960

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

ACKNOWLEDGEMENT RECEIPT

The **DEPARTMENT OF BUDGET AND MANAGEMENT** hereby acknowledges the receipt of your letter/request which has been uploaded to the DBM-Document Management System and routed to the appropriate office/s with the following information:

Sender: MILOUCH ENTERPRISES - PERSONAL DELIVERY

Document Title: MILOUCH ENTERPRISES-SALES INVOICE NO 797 AMOUNTING TO P15,900.00 WITH CERTIFICATE OF COMPLETION AND ACCEPTANCE

Document Reference No: 2019-AS-0079960

Date and Time Uploaded: Monday, August 19, 2019 1:23:39 PM

Uploaded By: RECEIVING ISAY BERDIN

Routed To: AS Edmel R. Esguerra

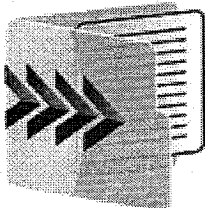
CC:

Total no of pages received: 1 copy and 4 pages

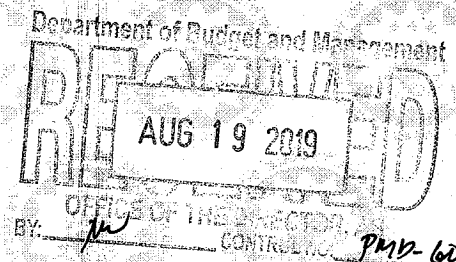
The determination of the completeness of the documentary requirements submitted, if any, is subject to the evaluation of the technical person in charge.

This receipt is system generated and does not require signature.

Received by:



DOCUMENT
MANAGEMENT
SYSTEM





In following-up, pls. cite DMS ref #

2019-AS-0079962

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

ACKNOWLEDGEMENT RECEIPT

The **DEPARTMENT OF BUDGET AND MANAGEMENT** hereby acknowledges the receipt of your letter/request which has been uploaded to the DBM-Document Management System and routed to the appropriate office/s with the following information:

Sender: MILOUCH ENTERPRISES - PERSONAL DELIVERY

Document Title: MILOUCH ENTERPRISES-DELIVERY RECEIPT NO. 695 WITH WARRANTY & LIMITATION OF LIABILITY

Document Reference No: 2019-AS-0079962

Date and Time Uploaded: Monday, August 19, 2019 1:25:16 PM

Uploaded By: RECEIVING ISAY BERDIN

Routed To: AS Edmel R. Esguerra

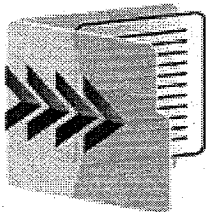
CC:

Total no of pages received: 1 copy and 2 pages

The determination of the completeness of the documentary requirements submitted, if any, is subject to the evaluation of the technical person in charge.

This receipt is system generated and does not require signature.

Received by:



DOCUMENT
MANAGEMENT
SYSTEM

Department of Budget and Management
RECEIVED
AUG 19 2019
OFFICE OF THE DIRECTOR, AS
BY: PCA CONTROL NO. PM2-6045

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

PURCHASE ORDER NO. 2019-080

Supplier: MILOUCH ENTERPRISES	Date: June 19, 2019
Address: <u>Espiritu St. cor. Marang Road Burgos</u>	Mode of Procurement: Small Value Procurement
<u>Montalban, Rizal</u>	
TIN: <u>106-358-710-000</u>	



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:

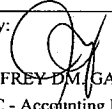
Place of Delivery: DBM	Delivery Term: Within 25 calendar days upon receipt of Notice to Proceed
Date of Delivery: Within 25 calendar days upon receipt of Notice to Proceed	Payment Term: Upon completion and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Supply, Delivery, Fabrication and Installation of Clear Glass Board	1	15,900.00	P15,900.00

(Total Amount In Words)
Fifteen Thousand Nine Hundred Pesos only **P15,900.00**

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.

Conformer:  _____ Signature over Printed Name of Supplier 07-01-19 _____ Date	Very truly yours,  THEA MARIE CORINNE F. PALARCA Director IV, Administrative Service Authorized Official (Representing End User)
--	---

Funds Availability Certified by:  JEFFREY DM. GALARPE OIC - Accounting Division	OS No : <u>061021012019-06-1252</u> Amount : <u>P 15,900-</u> Date : <u>06/26/19</u>
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Distribution of Copies:
 // Original copy for the Supplier's Conformer
 // 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 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.

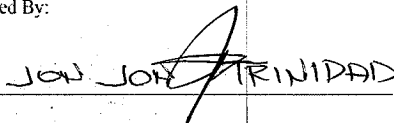
The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. 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:



AWARDEE

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



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

NOTICE TO PROCEED

June 19, 2019

MR. JON JON O. TRINIDAD
Milouch Enterprises
Espiritu St. cor. Marang Road
Burgos, Montalban, Rizal

Dear **Mr. Trinidad:**


Per attached Purchase Order No. **2019-080**, we hereby notify you that your Office may proceed with the delivery of the project "*Supply, Delivery, Fabrication and Installation of Clear Glass Board*", upon receipt and acceptance of this Notice.

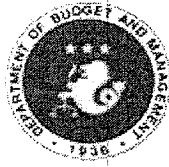
In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

 07-01-
JON JON O. TRINIDAD
Conforme / Date



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

NOTICE OF AWARD

June 19, 2019

MR. JON JON O. TRINIDAD

Milouch Enterprises
Espiritu St. cor. Marang Road
Burgos, Montalban, Rizal

Dear **Mr. Trinidad**

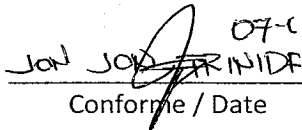
We are pleased to inform you that the project "*Supply, Delivery, Fabrication and Installation of Clear Glass Board*" is hereby awarded to your company in the amount of Fifteen Thousand Nine Hundred Pesos (P15,900.00).

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


JON JON O. TRINIDAD
Conforme / Date



OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No.: 091021012019-04-001252

Date: JUNE 20, 2019

Fund Cluster: 01

1252

Payee : MILOUCH ENTERPRISES

Office :

Address: Espiritu St. cor. Marang Road Burgos, Montalban, Rizal *confirming*

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
AS	Payment for the Supply, Delivery, Fabrication, and Installation of Clear Glass Board	100000100001000	5000407001	15,900.00

PO No. 2019-080 15,900.00

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

Signature : *epm*

Printed Name : THEA MARIE CORINNE F. PALARCA

Position : Director IV, Administrative Service

Date : Jun 19, 2019

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

Signature : *EP Pangilinan*

Printed Name : EDEN D. PANGILINAN

Position : Head, Budget Division/Unit/Authorized Representative

Date : 6-26-19

C. STATUS OF OBLIGATION				
Reference			Obligation	Payable
Date	Particulars	ORS/JEV/Check/ ADA/TRA No.	(a)	(b)

BTMS PO to follow.

Please confirm if the Object code is correct.

Thank you.

(PR-2019-05-00082)

Department of Budget and Management

RECEIVED

JUN 25 2019

BY:

Director's Office
FINANCE SERVICE

ABSTRACT OF QUOTATIONS

Project Title: Supply, Delivery, Fabrication and Installation of Clear Glass Board

ABC: Nineteen Thousand Pesos (Php 19,000.00)

Date: June 19, 2019

ITEM/DESCRIPTION			MILOUCH ENTERPRISES		STANZA ALUMINUM & GLASS CORP.		SOUTHERN GLASS SUPPLY	
			997-8980		741-6999		711-5652	
Qty	Unit	Particulars	Unit cost	Total price	Unit cost	Total price	Unit cost	Total price
1	lot	Supply, Delivery, Fabrication and Installation of Clear Glass Board (152x152cmx1/4" thick)	15900	15,900.00	16,000.00	16,000.00	24,500.00	24,500.00
Total Price			15,900.00		16,000.00		24,500.00	
Ranking			1		2		3	
Remarks			MILOUCH ENTERPRISES, having the lowest calculated responsive quotation considered as the awardee.					

Prepared by:


 MA. CHARLENE R. CADIZ
 Administrative Officer II

Reviewed by:


 JOYCE O. LABAO
 OIC- Chief Administrative Officer

Approved by:


 THEA MARIE CORINNE F. PALARCA
 Director IV, Administrative Service



MILOUCH Enterprises

Espiritu Street, Cor. Marang Road, Burgos, Montalban, Rizal

Telephone Number : 997-8980 Telefax : 212-3914

Email Add : milouchent@yahoo.com

QUOTATION NO. MEQ -19-196

Department of Budget and Management

Malacañang, Manila

Attention: Ms. Ma. Charlene Cadiz

Dear Mam;

We are pleased to submit for your consideration and acceptance the following quotation subject to the condition expressly contained herein.:

Qty	Unit	Particular	Unit Price	Total
1	lot	Supply, Delivery, Fabrication and Installation of clear glass board (152cm x 152cm x 1/4" thick)	15,900.00	15,900.00
		<i>**Nothing Follows**</i>		
		ALL GOVERNMENT TAXES INCLUDED:		
		Total		15,900.00

Terms & Condition

Delivery : 25 days upon receipt of P.O.

Payment : 30 days

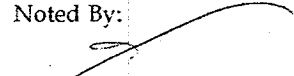
Validity : 60 days

Thank you very much for giving us the opportunity to quote.

Very truly yours,


 Jon Jon O. Trinidad
 Account Officer

Noted By:


 Maria Consuelo S. Arias
 General Manager



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

REQUEST FOR PRICE QUOTATION

June 17, 2019

Date

Company

MILOUCH ENTERPRISES

Espiritu St., Cor. Marang Road, Burgos Rodriguez Rizal

Tel. No. 997-8980

Fax No. 212 -3914

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Supply, delivery, fabrication and installation of clear glass board (see attached drawing) (152cm x 152cm x 1/4" thick)	15,900.00	15,900.00

TOTAL: 1 item

Total: 15,900.00

Very truly yours,

JOYCEL D. LABAO

OIC - Chief Administrative Officer

Procurement Management Division

Quoted by:

Print Name & Sign

Position/Title

Remarks:

Canvassed by:

MA. CHARLENE CADIZ

Administrative Officer II

Trunkline: 657-3300 loc. 3115

Fax: 735-4979

Email: mcadiz@dbm.gov.ph

Stanza Aluminum

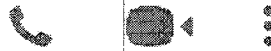
X Glass Corp.



92% 4:12 PM

← Aimee Rose A. Parco

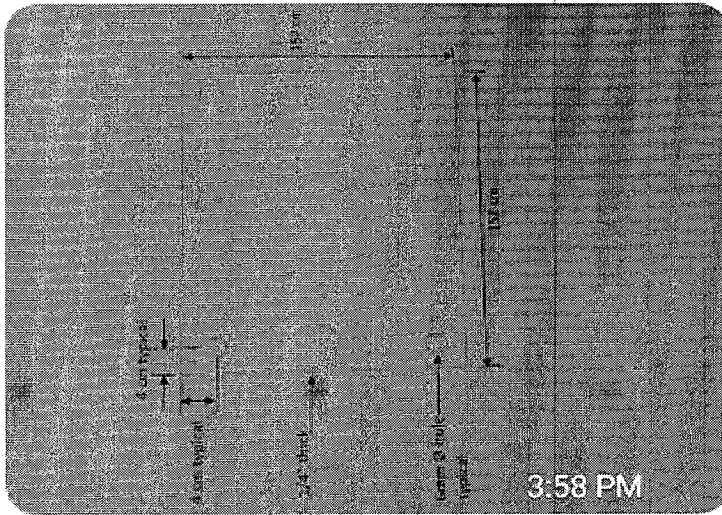
Last seen 11 min ago



Today

Yes ma'am ganyan po 3:57 PM ✓✓

Ito po yung size 3:58 PM ✓✓



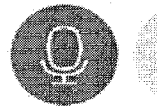
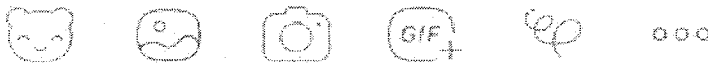
Supply and install po mam 16,000 po sa ganyang sukat.

4:00 PM

Noted ma'am. Thank you

4:11 PM ✓✓

Type a message...



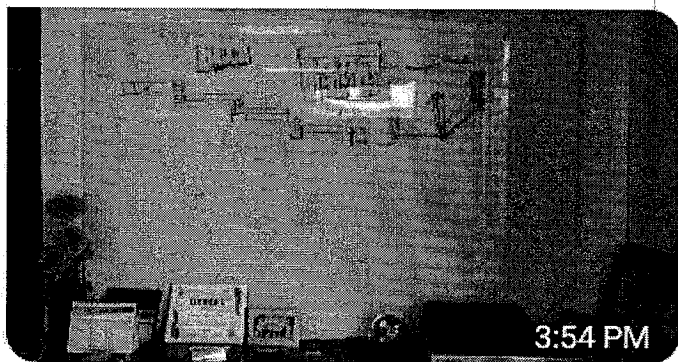
← Aimee Rose A. Parco

Last seen 11 min ago



♥ Messages sent in this conversation are encrypted. [Learn more.](#)

Today



Mam pa check po ako kung ganyan po?

3:54 PM

Yes ma'am ganyan po 3:57 PM ✓✓

Ito po yung size 3:58 PM ✓✓



Type a message...





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

_____ Date

REQUEST FOR PRICE QUOTATION

Tel. No. _____
Fax No. _____

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

Quantity	Unit	Item/s	Unit Price	Total Price
		Supply, delivery, fabrication and installation of clear glass board		
		152 cm x 152 cm x 1/4 thick		
		(See attached for the sketch)		

Very truly yours,



JOYCEL D. LABAO

OIC - Chief Administrative Officer

Quoted by: _____

Print Name & Sign

Position/Title

Canvassed by: _____


MA. CHARLENE R. CADIZ



Print Name & Sign

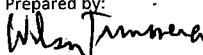
Administrative Officer II


Position/Title

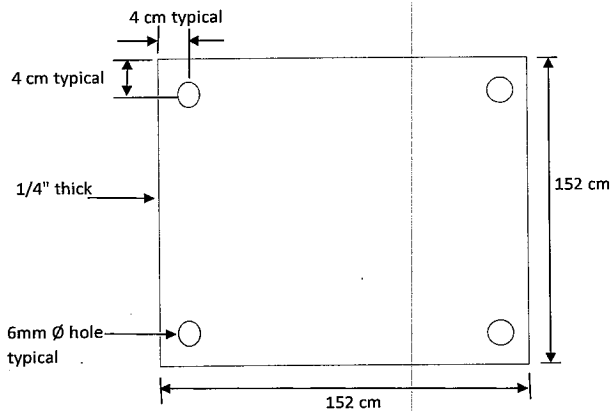
7192000 Loc. 3115 Fax: 7354979

PR 2019-05-00082

PURCHASE REQUEST						
Department of Budget and Management						
Agency						
Department:	DBM	PR No.:	190228	Date:	May 21, 2019	
Section:	AS-GSD	SAI No.:		Date:		
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	lot	Supply, delivery, fabrication and installation of clear glass board (see drawing below)	1			
Purpose: Use for replacement of wall glass on conference room office of ASEC Magsino						
Requested by:			Approved by:			
 Engr. Argee Ata Barbarra OIC, Chief admn. AS-GSD			 THEA MARIE CORINNE F. PALARCA OIC, Director, AS			

Prepared by:

 Wilson Faith O. Timonera
 Facilities Maintenance Engineer

Noted by:

 Alberto Y. Mamangun
 Admin Asst. V



PR
 RIS
 BTMS PR
 MARKET RESEARCH
 FOR ABC

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

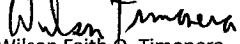
REQUISITION AND ISSUE SLIP


Entity Name : Department of Budget and Management
 Division/Unit : General Services Division
 Office : Administrative Service


Fund Cluster :
 Responsibility Center Code :
 RIS No. :

Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	lot	Supply, delivery, fabrication and installation of clear glass board (152cmx152cmx1/4" thick)	1		-		
		Nothings follows !!!!!!!			-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: Use for replacement of wall glass on conference room office of ASEC Magsino

Requested by:

 Wilson Faith O. Timonera
 Facility Maintenance Engineer
 Date: May 21, 2019

Noted by:
 Signature : 
 Printed Name : Alberto Y. Mamangun
 Designation : Admin. Assistant V

Approved by:

 Engr. Argee Sta. Barbara
 OIC Chief Admin AS-GSD

Issued by:
 DAVID B. MATEO
 Property Custodian

Received by:



**DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
JOB REQUEST FORM**

JRF No: 19030911
Date: April 16, 2019

REQUESTING OFFICE: OACM

NATURE OF REQUEST:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Carpentry/ Masonry/ Painting | <input type="checkbox"/> Airconditioning Unit |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Others |

PARTICULARS (attach additional sheet/s and/or drawing/s if necessary):

Request to cut glass board in the Conference Room of ASEC Magisino

Requested by:

Joyce
Joyce
Administrative Officer

PROCESSING DETAILS: (for GSD use only)

To be filled by Bldg and Grounds Supervisor/GSD
Division Chief

To be filled by the lead maintenance personnel:

- Pending Served Denied

Attending GSD Personnel:

Lead:

Assisted by:

	IN		OUT	
	Date	Time	Date	Time
Implemented				
On hold				
Unavailability of mats				

TOTAL PROCESSING DAYS:

REMARKS:

FOR REQUEST OF GLASS (CLEAR) SIZE = 152 cm x 152 cm x 1/4" THICKNESS
(SMOKE)

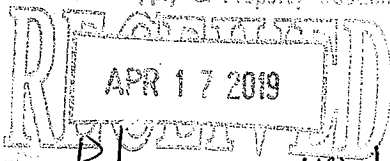
ACCEPTED/ACKNOWLEDGED BY:

The requested job was accomplished on _____ (mm/dd/yy)

Administrative Officer

(Signature Over Printed Name and Date)

AS-GSD, Supply & Property Section



JRF/14815

2:42am



**DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
JOB REQUEST FORM**

JRF No: 19030911
Date: April 16, 2019

REQUESTING OFFICE: OACM

NATURE OF REQUEST:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Carpentry/ Masonry/ Painting | <input type="checkbox"/> Airconditioning Unit |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Others |

PARTICULARS (attach additional sheet/s and/or drawing/s if necessary):

Request to cut glass board in the Conference Room of ASGC Maginao

Requested by:

Joyce
JOYCE [Signature]
Administrative Officer

PROCESSING DETAILS: (for GSD use only)

To be filled by Bldg and Grounds Supervisor/GSD
Division Chief

To be filled by the lead maintenance personnel:

- Pending Served Denied

Attending GSD Personnel:

Lead:

Assisted by:

	IN		OUT	
	Date	Time	Date	Time
Implemented				
On hold				
Unavailability of matls				

TOTAL PROCESSING DAYS:

REMARKS:

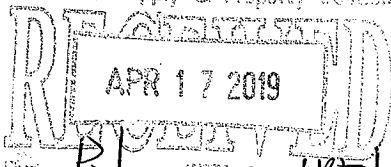
FOR REQUEST OF GLASS (CLEAR) SIZE = 152 cm x 152 cm x 1/4" THICKNESS
(SMOKE)

ACCEPTED/ACKNOWLEDGED BY:

The requested job was accomplished on _____ (mm/dd/yy)

Administrative Officer
(Signature Over Printed Name and Date)

AS-GSD, Supply & Property Section



CTRL No. JRF/14815

242am



DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
GSD REPLY ACTION DOCUMENT

Date: 5/24/2019
To: GSD

Subject: Supply, delivery, fabrication, and
Attention: Installation of Clever Class
Board -

Your request as contained in your Purchase Request (PR) dated 5/21/2019 with reference no. _____ received on _____ is being acted upon by this Office through AWD

Kindly provide us the necessary information/ date to facilitate appropriate action on your request:

Detailed Technical Specification

Quantity of items being requested

Others, please specify:

Terms of Reference

Plan is attached for the checklist of documents needed in the submission of Purchase Request. Thank you.

Upon completion kindly return this slip with the necessary attachments/information of the Procurement Unit, GSD.

Your prompt action will help us facilitate your request. Thank you.

JONAS O. ANSAR
Chief Administrative Officer, GSD - AWD

To be filled by the Procurement Unit In-Charge

	Administrative Officer	Date	Time
Received by:	_____	_____	_____
	(Name & signature)		
Returned by:	_____	_____	_____
	(Name & signature)		



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

PROCUREMENT MANAGEMENT DIVISION

PURCHASE REQUEST (PR) CHECKLIST

The Purchase Request shall be submitted with the following documents:

1. Manual PR
2. BTMS PR Reference Number
3. Technical Specifications (in case of Goods);
Terms of Reference (in case of Consultancy Services);
Scope of Work (in case of Services)
4. Requisition and Issue Slip (RIS)¹
5. At least one valid quotation from a supplier/service provider²

ADDITIONAL REQUIREMENTS FOR REQUEST OF REPAIR, MAINTENANCE, AND/OR REPLACEMENT:

- For Office Equipment/Furniture
6. Pre-Inspection Report and/or Credit Memorandum
 - For Motor Vehicles
 7. Vehicle Record
 8. Pre-Inspection Report
 9. Initial canvass or valid quotation from a supplier/service provider
(from Property Unit/End-user)

REMARKS: _____

RECEIVED BY: _____

Date: _____

The Procurement Management Division shall not accept incomplete submission where the PR, along with the attached documents, shall be automatically returned to the end-user unit for full-compliance.

¹ *Memorandum dated May 18, 2018 - Guidelines on the Preparation and Submission of Requisition and Issuance Slip (RIS) and Purchase Request (PR) items 1.1.1 to 1.1.3*

² *Quotations from Lazada, Amazon, Shopee and the like will not be accepted as a quotation.*

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: Milouch Enterprises
Title of Project: Supply, Delivery, Fabrication & Installation of Clear glass Board
Contract Cost: 15,900

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.

RIS, Job Request Form, RAD

Received checked items:

[Signature]
Print Name & Signature

6/25 2:29 PM
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. RSMI (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.

Received checked items:

Print Name & Signature

Date and Time

C. ADDITIONAL DOCUMENTS, if any

Received checked items:

Print Name & Signature

Date and Time



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

Administrative Service – Procurement Management Division
TRANSMITTAL AND ACTION SLIP
"Please do not detach from the request form"

Subject: PR No. 100 228 : Supply, delivery, fabrication & installation
End User: of clear glass board

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
31 May	Joyce	Cha	31 May	classification: PPE Office Equipment
				28 June
	PMD	OO	6/19	For signature

No. of Day/s Completed: