



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA
 TeleFax No. 7354979

PURCHASE ORDER NO. 2019-094

Supplier: Commerce Asia Inc.	Mode of Procurement: Direct Contracting
Address: <u>2/F Vasquez-Madriral Plaza, #51 Annapolis Street, Greenhills, San Juan City</u>	
TIN: -	

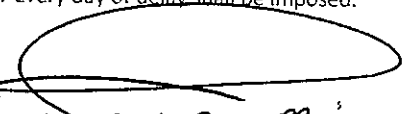
Gentlemen:
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Building III	Delivery Term: Fifteen (15) calendar days from the receipt of Notice to Proceed (NTP)
Date of Delivery: Fifteen (15) calendar days from the receipt of Notice to Proceed (NTP)	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Supply and Delivery of Fargo DTC Color Ribbon Consumables * nothing follows *	1	₱ 274,266.72	₱ 274,266.72


(Total Amount in Words)
Two Hundred Seventy Four Thousand Two Hundred Sixty Six and 72/100 ₱ 274,266.72

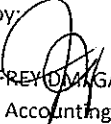
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme: 

 Signature over Printed Name of Supplier
JUL 23 2019

 Date

Very truly yours,

JANET B. ABUEL
 Officer-in-Charge, DBM
 Authorized Official

Funds Availability Certified by:

JEFFREY MANGALARPE
 OIC - Accounting Division

OS No : 07/0110/2019-07-1354
 Amount : ₱ 274,266.72
 Date : 07/04/19

- Distribution of Copies:
- Original copy for the Supplier's Conforme
 - Agency's Central Supply and Property Section for file
 - COA Auditor



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA
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Very truly yours,

Conforme:


 Signature over Printed Name of Supplier
JUL 23 2019
 Date


JANET B. ABUEL
 Officer-in-Charge, DBM
 Authorized Official

Funds Availability Certified by:  JEFFREY D. GALARPE OIC - Accounting Division	OS No : <u>021011012019-07-1954</u> Amount : <u>₱274,266.72</u> Date : <u>07/04/19</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:



AWARDEE

JUL 23 2019

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 ST., SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

MR. RAYMUND MIGUEL

Commerce Asia Inc.
2/F Vazquez Madrigal Plaza
51 Annapolis St.
Greenhills, San Juan City

Dear **Mr. Miguel:**

This is to inform your company that performance of the obligations specified in the attached Purchase Order for the Project, "Supply and Delivery of Fargo DTC Color Ribbon Consumables," shall commence upon receipt of this Notice to Proceed.

Very truly yours,


JANET B. ABUEL



Officer-in-Charge, DBM

I acknowledge receipt and acceptance of this Notice on: JUL 23 2019

Name of Consultant and/or Representative: RAYMUND MIGUEL

Authorized Signature: [Signature]



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

BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

MR. RAYMUND MIGUEL

Commerce Asia Inc.
2/F Vazquez Madrigal Plaza
51 Annapolis St.
Greenhills, San Juan City

Dear **Mr. Miguel**:

We are pleased to inform you that the Project, "Supply and Delivery of Fargo DTC Color Ribbon Consumables," is hereby awarded to your company in the amount of Two Hundred Seventy Four Thousand Two Hundred Sixty Six Pesos & 72/100 (P274,266.72).

In this regard, you are hereby required to post a warranty security in the amount and form stated in Section 62 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 upon acceptance by the Procuring Entity of the delivered supplies.

Very truly yours,

JANET B. ABUEL
Officer-in-Charge, DBM



I acknowledge receipt and acceptance of this Notice on: _____

JUL 23 2019

Name of Consultant and/or Representative: _____

RAYMUND MIGUEL

Authorized Signature: _____

PRICE QUOTATION FORM

Date: June 28, 2019

Bids and Awards Committee
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano Street,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Particulars	Quantity	Unit Cost	Total Cost (Inclusive of Taxes and other Charges)
Ultracard NC, 30 mil CR-80, 500 pieces	7 boxes (500 pieces per box)	Php 4,260.00	Php 29,820.00

(Amount in Words) Twenty-nine thousand, eight hundred twenty pesos only

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,


 RAYMUND MIGUEL

 Name/Signature of Representative
 Commerce Asia Inc.

 Name of Company
 02 7264030/ 09178579994

 Contact No.

THE CITY OF
EXCELLENCE



No 0749 19



REPUBLIC OF THE PHILIPPINES
City of San Juan
METRO MANILA

OFFICE OF THE MAYOR
BUSINESS PERMIT AND LICENSE OFFICE

DISPLAY IN PLAIN VIEW

PERMIT NO	BUSINESS REG. PLATE NO	GROSS SALES	FEE PAID	
GGG-2019-0000563	0003511	11,981,860.00	82,873.02	A
DATE ISSUED	DATE EXPIRES	OFFICIAL RECEIPT NO	DATE PAID	
January 10, 2019	December 31, 2019	1097809SJ	January 08, 2019	
TAX PAYER'S NAME				
COMMERCE ASIA, INC.				
BUSINESS NAME				
COMMERCE ASIA, INC.				
NATURE OF BUSINESS				
WHOLESALE-N-2				
ADDRESS				
2/FLR VASQUEZ MADRIGAL PLAZA, #51 ANNAPOLIS ST., GREENHILLS				

1 of 2 Permit(s)
Subject to submission of fire clearance

GUIA G. GOMEZ
CITY MAYOR
By Authority of the City Mayor

G-00396

jhun-20190110-15:33:08
Date Registered: 3-4-2005
Jan 10, 2019 to Dec 30, 2019

ATTY DOMINIC B. GARCIA
City Government Department License

SEE REVERSE SIDE FOR FOOTNOTES

THE CITY OF
EXCELLENCE



No 0750 19

REPUBLIC OF THE PHILIPPINES
City of San Juan
METRO MANILA

**OFFICE OF THE MAYOR
BUSINESS PERMIT AND LICENSE OFFICE**

DISPLAY IN PLAIN VIEW

PERMIT NO	BUSINESS REG. PLATE NO	GROSS SALES	FEE PAID	
CGG-2019-0000563-A	0003511	7,490,000.00	92,447.00	A
DATE ISSUED	DATE EXPIRES	OFFICIAL RECEIPT NO	DATE PAID	
January 10, 2019	December 31, 2019	1097809SJ	January 08, 2019	
TAX PAYER'S NAME COMMERCE ASIA, INC.				
BUSINESS NAME COMMERCE ASIA, INC.				
NATURE OF BUSINESS RETAILER - N-2				
ADDRESS 2/FLR VASQUEZ MADRIGAL PLAZA, #51 ANNAPOLIS ST., GREENHILLS				

2 of 2 Permit(s)
Subject to submission of fire clearance

GUIA G. GOMEZ
CITY MAYOR
By: Authority of the City Mayor.

G-00396

juun-20190110-15:33:18
Date Registered 3/4/2005
Jan 10, 2019 to Dec 30, 2019

ATTY. DOMINIC B. GARCIA
City Government Department Head II

SEE REVERSE SIDE FOR FOOTNOTES



OFFICIAL RECEIPT
 Republic of the Philippines
CITY OF SAN JUAN
OFFICE OF THE CITY TREASURER



No. SJ 1097809

TAXPAYER'S COPY

Date January 08, 2019

Accountable Form No. 51-B Revised January, 1992

PAID FOR **COMMERCE ASIA, INC.**

BOP: A

Taxpayer's Copy

Nature of Collection	Fund and Account Code	Amount	Period Covered
Period Covered 1-4 Qtr 2019			
Wholesaler-n-2	40103030-01-04 LQP4	11,981,860.00	81,873.02
Retailer - n-2	40103030-01-06 LQP4	7,490,000.00	86,790.00
Bi-mayors permit	40201010-01-01		1,000.00
Bi-mayors permit	40201010-01-01		1,000.00
Sanitary permit fee	40201010-02-02		540.00
Locational clearance - bt	40201010-02-17V		200.00
Signboard fee - bt	40201010-07-02		120.00
Business - sticker	40201010-08-05		50.00
Environmental protection and prese...	40201100-03-06		500.00
Building inspection fee-bt	40201100-03-03		100.00
Electrical inspection fee-bt	40201100-03-05		100.00
Plumbing inspection fee-bt	40201100-03-04		100.00
Fire safety inspection fees	40201100-04-01		587.00
Garbage fee	40202190-01-01 LQP4		2,160.00
Fire safety seminar fee	40601010-08-01		200.00
		175,320.02	

Amount in Words **One hundred seventy-Five thousand Three hundred Twenty Peace and Two Cents Only**

No. SJ 1097809

Received (Cash / Check / Money Order / Treasury Warrant)
 X AVE 6056027847 01/08/2019

Received the Amount Stated Above
VASQUEZ, URBULA V.
 City Treasurer



1097809-16:07-03101021019-0001001



Republic of the Philippines
CITY OF SAN JUAN
OFFICE OF THE CITY TREASURER



TAX ORDER OF PAYMENT

Acct. No.: 0200306
 Tax Payer: COMMERCE ASIA, INC.
 Commercial Name: COMMERCE ASIA, INC.
 Commercial Location: 2 FLR. MANQUEZ MADRIGAL PLAZA, 451 ANNAPOLIS ST. GREENHILLS (Barangay: GREENHILLS)
 Status: Renewal
 Processing Date: 01-07-2019
 Ownership: Corporation

Code	Tax Description	Tax Base	Current Qtr Due	Annual Due	Period Covered
2050	WHOLESALE-N-2	11,991,860.00	20,489.26	21,873.02	1-4 Qtr 2019
1720	RETAILER - N-2	7,460,000.00	21,871.50	86,790.00	1-4 Qtr 2019
2050	Mayor's Permit Fee - WHOLESALE-N-2		1,000.00	1,000.00	2019
1780	Mayor's Permit Fee - RETAILER - N-2		1,000.00	1,000.00	2019
1760	Sanitary Fee - RETAILER - N-2		540.00	2,160.00	1-4 Qtr 2019
1780	Sanitary fee		540.00	540.00	2019
	BUILDING INSP. FEE		100.00	100.00	2019
	ELECTRICAL INSP. FEE		100.00	100.00	2019
	ENVIRONMENTAL PROTECTION AND PRESERVATION FEE		500.00	500.00	2019
	LOCAL FINAL CLEARANCE FEE		200.00	200.00	2019
	PLUMBING INSP. FEES		100.00	100.00	2019
	FIRE SAFETY INSP. FEE		587.00	587.00	2019
	FIRE SAFETY SEMINAR FEE		200.00	200.00	2019
	STICKER		50.00	50.00	2019
	SIGNBOARD FEE		120.00	120.00	2019
	Penalty		0.00	0.00	
	Interest		0.00	0.00	

Business Tax (A)	Regulatory Fees	Other Fees	Penalty	Interest	Total Qtr Due	Total Annual Due
162,693.02	4,705.00	1,967.60	0.00	0.00	47,202.76	175,320.02

QUARTERLY DUES			SEMI-ANNUAL	
2ND QTR	3RD QTR	4TH QTR	1ST SEMI-ANNUAL	2ND SEMI-ANNUAL
42,705.76	42,705.76	42,705.76	89,908.51	85,411.51

Assessed/Reviewed by:

[Signature]
 VALERIE QUATMAN, R

C. P. Assessment
 2019 18,381.74

- NOTICE: 1. Please pay the amount due at the Treasury Office on or before January 20, 2019.
 2. Failure to do so shall subject the tax due to 25% Surcharge & 2% Interest per Month.
 3. All dues should be paid in full before retirement.

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

COMMERCE ASIA, INC.
2/F Vazquez Madrigal Plaza 51 Annapolis St., Greenhills
San Juan City Metro Manila

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 10-Jul-2002 pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that COMMERCE ASIA, INC. has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.

This Certificate is valid until 02-Feb-2019.

Issued this 30th day of January, 2018.


ROSA MARIA M. CLEMENTE
OIC, Deputy Executive Director V

Documentary Stamp Tax Paid Php 30.00

PhilGEPS Registration No: 2002-5109
Certificate Reference No: 2018011833

REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

PhilGEPS Registration No: 2002-5109
Certificate Reference No: 2018011833

¹ Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

List of Eligibility Documents

of

COMMERCE ASIA, INC.

2/F Vazquez Madrigal Plaza 51 Annapolis St., Greenhills
San Juan City Metro Manila

SEC Certificate	Registration Date : 22-Feb-2018 SEC Certificate Number : AS093-000776
Mayor's Permit	Expiration Date : 31-Dec-2018 Permit Number : 901981 Place of Issue : CITY OF SAN JUAN Signatory : Lolita Reyes Issuance Date : 11-Jan-2018
Tax Clearance	Expiration Date : 05-May-2018 TCC Number : NO-ARMD-05-05-R0097-2017 Signatory : GRACE EVELYN A. LACERNA Issuance Date : 05-May-2018
Audited Financial Statement	Date of Filing : 02-May-2018 Current Asset : Php 62,360,709.00 Total Asset : Php 91,628,164.00 Current Liabilities : Php 30,933,993.00 Total Liabilities : Php 36,831,223.00 Name of Auditor : Arminda T. Acyatan-Guerrero BIR RDO Code : 39
PCAB License	Expiration Date : Issued By : Issuance Date : License Number : License First Issue Date : Principal Classification : Category :



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

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Bids and Awards Committee (BAC), will undertake a Direct Contracting procurement for the "Supply and Delivery of Fargo Ultracard Consumables," in accordance with Section 50 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : "Supply and Delivery of Fargo Ultracard Consumables"

Approved Budget for the contract : "Twenty Nine Thousand Eight Hundred Twenty Pesos" (P 29,820.00php)

Delivery Period : Within Fifteen (15) calendar days upon receipt of the Notice to Proceed

Location : Department of Budget and Management, General Solano Street, San Miguel, Manila

In this regard, you are hereby requested to submit a valid Price Quotation Form (Annex A).

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

For inquiry, you may contact us at tel. nos. 657-3300 local 3115 / 3117.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

DEPARTMENT OF BUDGET AND MANAGEMENT
Malacanan, Manila

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN No. 12, CY 2019

Code (PAP)	Procurement Program/Project	PHO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget PnP		Remarks
				Sub/Open of Bids	Notice of Award	Contract Signing	Total	MCOE	CO	
100010001	Highly Technical Consultant for the Budget and Treasury Management System (BTMS)	OCIO	NP-Highly Technical Consultant	N/A	4-Jun-19	11-Jun-19	500,000.00	500,000.00		Employment of a consultant to provide support as quality assurance partner for the roll-out of BTMS to qualified, large, existing agencies.
100010001	Supply and Delivery of Fargo DTC Color Ribbon Consumables	AS	Direct Contracting	N/A	4-Jun-19	11-Jun-19	274,266.72	274,266.72		For the quarterly requirement of Fargo DTC Color Ribbon consumables of AS-HRMD for the creation and renewal of DBM employee IDs.
100010001	Supply and Delivery of Fargo Ultracard Consumables	AS	Direct Contracting	N/A	4-Jun-19	11-Jun-19	29,820.00	29,820.00		For the quarterly requirement of Fargo Ultracard consumables of AS-HRMD for the creation and renewal of DBM employee IDs.
TOTAL							804,086.72	804,086.72	804,086.72	
GRAND TOTAL							804,086.72	804,086.72	804,086.72	

Prepared by BAC SECRETARY:

[Signature]
JOYCE LABAD

RECOMMENDING APPROVAL:

[Signature]
WENGLIN TORRAN, JR.
BUDGET T. Representative

AARON ALBERTO A. ESCALONA

[Signature]
THEA MARIE CORRIE F. PALARCA
Member

[Signature]
EBEN D. PANGILINAN
Member

[Signature]
YOLANDA R. REYES
Member

[Signature]
ANDREA DELA ROSA M. MAGTALAS
Vice Chairperson

Approved
 Disapproved

(SGd.) JANET B. ABUEL
Officer-in-Charge, DBM
Date: May 28, 2019



ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: COMMERCE ASIA INC.
 Title of Project: SUPPLY AND DELIVERY OF FARGO DTC COLOR RIBBON CONSUMABLES
 Contract Cost: 274,266.76

CHECKLIST OF DOCUMENTS

REMARKS

Checklist of documents forwarded to Finance Service for:

A. FUNDING (OBLIGATION AND CAF)

- | | | | |
|-----|-------------------------------------|------------------------------------|------------------|
| 1. | <input checked="" type="checkbox"/> | Purchase Request/ <u>APP</u> | <u>SAPP # 12</u> |
| 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 | <u>19-094</u> |
| 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. | |

Received checked items:

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