



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

PURCHASE ORDER NO. 2019-098

Supplier: MF Ermita Trading	Date: July 11, 2019
Address: L15-4 B2 Sr. De Burgos Street, Burgos, Rodriguez, Rizal	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: Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)
Date of Delivery: Thirty (30) 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 Polycarbonate Sheets and Accessories <i>Please see attached: Technical Specification and Schedule of Requirements</i>	1	₱ 369,150.00	₱ 369,150.00

(Total Amount In Words)
Three Hundred Sixty Nine Thousand One Hundred Fifty Pesos ₱ 369,150.00

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
JUL 28 2019

 Date

Very truly yours,

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

Funds Availability Certified by: JEFFREY M. CALARPE OIC Chief Accountant	OS No : <u>02/0110/2019-07-1407</u> Amount : <u>₱369,150-</u> Date : <u>07/12/19</u>
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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.

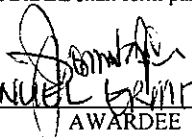
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

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:  JUL 28 2019

MANUEL BRMITA
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

July 11, 2019

Mr. Manuel F. Ermita
MF Ermita Trading
L15-4 B2 Sr. De Burgos Street
Burgos, Rodriguez, Rizal

Dear Mr. Ermita:

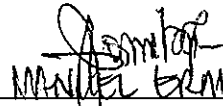
Per attached Purchase Order No. 2019-098, we hereby notify you that your Office may proceed with the delivery of the project *"Supply and Delivery of Polycarbonate Sheets and Accessories,"* upon receipt and acceptance of this Notice.

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


MANUEL ERMITA
Coforme / Date JUL 28 2019



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

NOTICE OF AWARD

July 11, 2019

Mr. Manuel F. Ermita
MF Ermita Trading
L15-4 B2 Sr. De Burgos Street
Burgos, Rodriguez, Rizal

Dear Mr. Ermita:

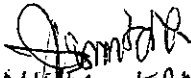
We are pleased to inform you that the Project, *"Supply and Delivery of Polycarbonate Sheets and Accessories,"* is hereby awarded to your company in the amount of Three Hundred Sixty Nine Thousand One Hundred Fifty Pesos (Php369,150.00)

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,

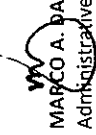

THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service 



MANUEL ERMITA JUL 28 2019
Conforme / Date


ABSTRACT OF QUOTATIONS

Project Title: "Supply and Delivery of Polycarbonate Sheets and Accessories"
 ABC: Three Hundred Sixty Nine Thousand One Hundred Fifty Pesos (Php369,150.00)
 Date: July 11, 2019

Item/Description		MF Ermita Trading		Marelco Trading Corporation		MZR Builders	
Qty	Unit	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price
1	lot	369,150.00 ₱	369,150.00 ₱	371,704.00 ₱	371,704.00 ₱	307,360.00 ₱	307,360.00 ₱
Supply and Delivery of Polycarbonate Sheets and Accessories							
Please see attached: Technical Specifications & Schedule of Requirements							
Total Price			369,150.00 ₱		371,704.00 ₱		307,360.00 ₱
Business Permit Validity Date		2019-00062 December 31, 2019		09-011015 December 31, 2019		No submission	
Philgeps Reg. No.		233550		2010-60108		No submission	
Omnibus Sworn Statement		Manuel F. Ermita Atty. John Domingo A. Ponce, Jr. July 10, 2019		Aurelio R. Liwanag Atty. Jose Floro P. Crisologo July 09, 2019		No submission	
Notarized by:		Manuel F. Ermita		Aurelio R. Liwanag		No submission	
Date:		July 10, 2019		July 09, 2019		No submission	
Technical Specifications:		✓ (All Complying)		✓ (All Complying)		X (Not All Complying)	
Schedule of Requirements:		✓ (All Complying)		✓ (All Complying)		✓ (All Complying)	
Remarks		MF Ermita Trading, being the lowest calculated responsive quotation, considered as the awardee for the project "Supply and Delivery of Polycarbonate Sheets and Accessories."					

Prepared by:

MARCO A. DAVID
 Administrative Officer II

Reviewed by:

JOYCEL D. LABAO
 OIC-Chief Administrative Officer, PMD

Approved by:

THEA MARIE SORRINE F. PALARCA
 Director IV, Administrative Service **MAAD**



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

July 10, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

MF Ermita Trading

L15-4 B2 Sr. De Burgos Street,

Burgos, Rodriguez, Rizal

Tel. No. 0998-850-5089

Fax No. -

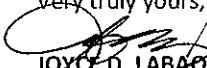
Email:

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Supply and Delivery of Polycarbonate Sheets and Accessories	₱ 369,150.00	₱ 369,150.00

Total ₱ 369,150.00

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer

Quoted by:


Manuel F. Ermita

Printed name & Signature

Representative

Position/Title

Canvassed by:


MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

7192000 Loc. 3115 Fax: 7354979

Remarks:

Quotation received through

hardcopy please see attached.

2:38 PM of June 10, 2019



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 Administrative Service (AS), will undertake a Small Value Procurement for the "Supply and Delivery of Polycarbonate Sheets and Accessories", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "Supply and Delivery of Polycarbonate Sheets and Accessories"
- Approved Budget for the Contract** : "Four Hundred Twenty Three Thousand Pesos" (Php 423,000.00)
- Specifications** : See the attached Annex "A" for specifications
- Location** : Department of Budget and Management, General Solano Street, San Miguel Manila
- Delivery Term** : Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor's Permit, 2018 Income/Business Tax Return for ABC's above P 500,000, PhilGEPS Registration Number, Omnibus Sworn Statement for ABC's above P 50,000, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **July 10, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. no. 657-3300 local 3115, fax no. 735-4979 and email mdavid@dbm.gov.ph.

Very truly yours,

THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

PRICE QUOTATION FORM

Date: July 10, 2019

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano Street,
 San Miguel, Manila

Sir/Madam:

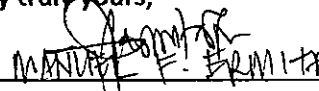
After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of Polycarbonate Sheets and Accessories	<ul style="list-style-type: none"> ➤ Polycarbonate roofing sheets <ul style="list-style-type: none"> ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ UV Protected 	16 units	1000/ft	320,000
	<ul style="list-style-type: none"> ➤ Polycarbonate H-Connector / H-Clip <ul style="list-style-type: none"> ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ UV Protected 	12 units	1,600	19,200
	<ul style="list-style-type: none"> ➤ Polycarbonate End Connector (U-Profile / U-Clip) <ul style="list-style-type: none"> ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ UV Protected 	8 units	270	2,160
	<ul style="list-style-type: none"> ➤ Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade or more 	1 unit	6,750	6,750
	<ul style="list-style-type: none"> ➤ Stainless Steel Metal Tekscrew with neoprene washer 1 1/2" 	120 pieces	20	2,400
	<ul style="list-style-type: none"> ➤ Heavy Duty Silicone Sealant <ul style="list-style-type: none"> ▪ Clear ▪ Quick Dry 	60 tubes	270	16,200
	<ul style="list-style-type: none"> ➤ Sealant Gun 	2 pieces	540	1,080
<ul style="list-style-type: none"> ➤ Aluminum U Clip <ul style="list-style-type: none"> ▪ Size: 20 feet ▪ Color: Bronze 	4 pieces	340	1,360	
Total (inclusive of VAT)				369,150

(Amount in Words) THREE HUNDRED SIXTY-NINE THOUSAND
ONE HUNDRED FIFTY PESOS

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

Very truly yours,


Name/Signature of Representative

ME ERMITA TRADING
Name of Company

0916-850-5089
Contact No.

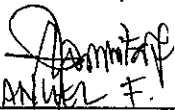
TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
Supply and Delivery of Polycarbonate Sheets and Accessories		
1 Lot	<ul style="list-style-type: none"> ➤ <u>I. Polycarbonate roofing sheets (16 units)</u> <ul style="list-style-type: none"> ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ With coating for ultraviolet protection 	COMPLY
	<ul style="list-style-type: none"> ➤ <u>II. Polycarbonate H-Connector (12 units)</u> <ul style="list-style-type: none"> ▪ Size: 6mm ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection 	COMPLY
	<ul style="list-style-type: none"> ➤ <u>III. Polycarbonate End Connector (U-Profile) (8 units)</u> <ul style="list-style-type: none"> ▪ Size: 6mm ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection 	COMPLY
	<ul style="list-style-type: none"> ➤ <u>IV. Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)</u> 	COMPLY
	<ul style="list-style-type: none"> ➤ <u>V. Stainless Steel Metal Tek screw with neoprene washer 1 1/2" (120 pieces)</u> 	COMPLY
	<ul style="list-style-type: none"> ➤ <u>VI. Heavy Duty Silicone Sealant (60 tubes)</u> <ul style="list-style-type: none"> ▪ Clear ▪ Quick Dry 	COMPLY
	<ul style="list-style-type: none"> ➤ <u>VII. Sealant Gun (2 pieces)</u> 	COMPLY
	<ul style="list-style-type: none"> ➤ <u>VIII. Aluminum (U-Clip) (4 pieces)</u> <ul style="list-style-type: none"> ▪ Size: 20 feet ▪ Color: Bronze 	COMPLY

I hereby certify to comply with all the above Technical Specifications.

ME ERMITA TRADING
Name of Company/Bidder


MANUEL F. ERMITA
Signature over Printed Name of Representative

July 10, 2019
Date

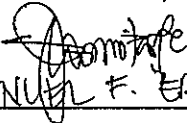
SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Supply and Delivery of Polycarbonate Sheets and Accessories	1 lot	Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)
I.	Polycarbonate roofing sheets (16 units)		
II.	Polycarbonate H-Connector (12 units)		
III.	Polycarbonate End Connector (U-Profile) (8 units)		
IV.	Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)		
V.	Stainless Steel Metal Tek screw with neoprene washer 1 1/2" (120 pieces)		
VI.	Heavy Duty Silicone Sealant (60 tubes)		
VII.	Sealant Gun (2 pieces)		
VIII.	Aluminum (U-Clip) (4 pieces)		

I hereby certify to comply and deliver all the above requirements.

ME ERMITA TRADING

Name of Company/Bidder


MANUEL F. ERMITA

Signature over Printed Name of Representative

July 10, 2019

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF MAKATI CITY, S.S.

AFFIDAVIT

I, **Manuel F. Ermita**, of legal age, **Married, Filipino**, and residing at **Lot 15-4 Block 2, Sr. De Burgos Street, Barangay Burgos, Rodriguez, Rizal**, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of **MF Ermita Trading** with office address at **Lot 15-4 Block 2, Sr. De Burgos Street, Barangay Burgos, Rodriguez, Rizal**;
2. As the owner and sole proprietor of **MF Ermita Trading**, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **Supply and Delivery of Polycarbonate Sheets and Accessories** of the **Department of Budget and Management**;
3. **MF Ermita Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **MF Ermita Trading** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **MF Ermita Trading** complies with existing labor laws and standards; and
8. **MF Ermita Trading** is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;

View Organization Information

[Sub-Organization List](#) |
 [Organization List](#) |
 [New Supplier](#) |
 [New Service](#) |
 [New Vendor](#)

MF ERMITA TRADING

Lot 15-4 Block 2 Soc. de Burgos Street, Barangay Burgos
 Rodriguez (Montalban)
 Rizal
 Region IV-A
 Philippines

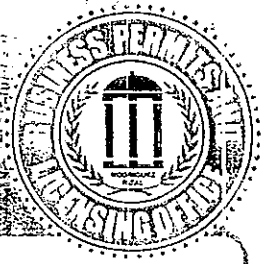
Organization Member Type:	Supplier
Organization Number:	233550
Registration Date:	10-May-2018
Registration Type:	Red
Form of Organization:	Single Proprietorship
Organization Type:	Trading
Business Category:	Office Equipment Supplies and Consumables, Hardware and Construction Supplies, Office Equipment, Office Equipment Parts and Accessories, Office Supplies and Devices, Electrical Supplies, General Repair and Maintenance Services, Laboratory Supplies and Equipment, Airconditioning Maintenance Services, Electrical Systems and Lighting Components, Construction Equipment, Construction Materials and Supplies, Electronic Parts and Components, General Engineering Services, General Merchandise, Sale of Property or Building
Business Tax Identification Number:	232-629-877-000
DTI Certificate Number:	05313451
DTI Registration Date:	11-Apr-2018
Capitalization:	Php 100,000.00
Agency Registration:	No
Blacklisted:	No

Republika ng Pilipinas
 Lalawigan ng Rizal
BAYAN NG RODRIGUEZ

Tanggapaning Punong Bayan

BUSINESS PERMIT

Business Permits and Licensing Office



Pursuant to the Revenue Code of Rodriguez, Rizal and the Local Government Code of 1991, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to herein Taxpayer.

MANUEL F. ERMITA

021-03-2018-0000585 REN SINGLE 0943698 01/07/2019 01/07/2019 2019-000062 84264

L15-4 B2 SR. DE BURGOS ST, BURGOS, RODRIGUEZ

MF ERMITA TRADING

L15-4 B2 SR. DE BURGOS ST, BURGOS, RODRIGUEZ

Year	Particulars	Due	Surcharge	Interest	Total
2019	SUPPLIER (CONSTRUCTION MATERIALS)	2,160.00	0.00	0.00	160.00
2019	MAYOR'S PERMIT FEE	500.00	0.00	0.00	500.00
2019	GARBAGE FEE	600.00	0.00	0.00	600.00
2019	SANITARY INSPECTION FEE	150.00	0.00	0.00	150.00
2019	BUSINESS PLATE/STICKER	40.00	0.00	0.00	40.00
2019	ZONING FEE	10.00	0.00	0.00	10.00
	TOTAL	3,460.00	0.00	0.00	3,460.00

CONDITIONS FOR THE VALIDITY

- Exhibit this Permit in Your Establishment.
- This Permit is only a privilege and not a right subject to revocation and closure of Business Establishment for any violation of existing Laws and Ordinances and conditions set forth in the Permit.
- This Permit must be renewed on or before January 20 of the following year unless sooner revoked for cause. Failure to renew within the time required shall subject the Taxpayer to a surcharge of 25% of the amount of taxes, fees or charges due, plus an interest of 2% per month of the unpaid taxes, fees or charges including surcharges.
- Your business Establishment is subject to final inspection on regulatory compliance.
- Surrender this Permit upon retirement of your Establishment.

Recommended/Approved by

ANDREA P. LIMCO

OIC BPLO

APPROVED

HON. CECILIO C. HERNANDEZ

MUNICIPAL MAYOR



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

July 10, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Marelco Trading Corporation

Tel. No. 371-0580 | 949-2446

Fax No. -

Email: marelcotrading.office@yahoo.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Supply and Delivery of Polycarbonate Sheets and Accessories	₱ 371,704.00	₱ 371,704.00

Total ₱ 371,704.00

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Aurelio R. Liwanag

Printed name & Signature

Representative

Position/Title

Remarks:

Quotation received through

email. Please see attached.

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979

PRICE QUOTATION FORM

Date: July 10, 2019

The Administrative Service
 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:

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of Polycarbonate Sheets and Accessories	> Polycarbonate roofing sheets <ul style="list-style-type: none"> ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ UV Protected 	16 units	21,145.00	338,320.00
	> Polycarbonate H-Connector / H-Clip <ul style="list-style-type: none"> ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ UV Protected 	12 units	1,055.00	12,660.00
	> Polycarbonate End Connector (U-Profile / U-Clip) <ul style="list-style-type: none"> ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ UV Protected 	8 units	743.00	5,944.00
	> Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade or more	1 unit	3,550.00	3,550.00
	> Stainless Steel Metal Tek screw with neoprene washer 1 1/2"	120 pieces	2.00	240.00
	> Heavy Duty Silicone Sealant <ul style="list-style-type: none"> ▪ Clear ▪ Quick Dry 	60 tubes	165.00	9,900.00
	> Sealant Gun	2 pieces	245.00	490.00
	> Aluminum U Clip <ul style="list-style-type: none"> ▪ Size: 20 feet ▪ Color: Bronze 	4 pieces	150.00	600.00
Total (inclusive of VAT)				371,704.00

(Amount in Words) Three Hundred Seventy One Thousand Seven Hundred Four Pesos Only

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

Very truly yours,

AURELIO R. LIWANAG, CPA, MBA

President

Name/Signature of Representative

MARELCO TRADING CORP.

Name of Company

Tel . (02)-3710580 / Telefax (02) 949-2446

Contact No.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY, METRO MANILA) S.S.

AFFIDAVIT

I, AURELIO R. LIWANAG, of legal age, married, Filipino and residing at 52 Jaguar St. corner Malibu St. West Fairview, Quezon City, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of MARELCO TRADING CORP. with office address at Room 206 Tres Hermanas Bldg. 967 Quezon Avenue corner Roosevelt Avenue, Quezon City;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the MARELCO TRADING CORP. in the bidding as shown in the attached duly notarized Secretary's Certificate;
3. MARELCO TRADING CORP. is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. MARELCO TRADING CORP. is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of MARELCO TRADING CORP. is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. MARELCO TRADING CORP. complies with existing labor laws and standards; and
8. MARELCO TRADING CORP. is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Supply and Delivery of Polycarbonate Sheets and Accessories (Solicitation No. 2019-046)**.

9. MARELCO TRADING CORP. did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of July, 2019 at Quezon City, Philippines.

AURELIO R. LEWANAG, CPA, MBA
President

SUBSCRIBED AND SWORN to before me this 09 day of 2019 at Quezon City, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her PRC ID with his/her photograph and signature appearing thereon, with no. 0065758 issued on February 20, 2017 valid until October 15, 2020, issued at Manila.

Witness my hand and seal this 09 JUL 2019 day of _____.

Doc. No. 419
Page No. 57
Book No. 14-A
Series of 2019

ATTY. JOSE FLORENTO P. CRISOLOGO
Notary Public.
Until December 31, 2019
Adm. Matter No. NP-088
PTR No. 7574918-C/01-28-2019 Q.C.
IBP Lifetime NO. LRN-03688
Roll No. 49462
MCLE VI-0017262 Valid Until 4-14-2022
Unit-C J & S Building
No. 104 Kalayaan Avenue, Quezon City

SECRETARY'S CERTIFICATE

I, Elena G. Pumarada, of legal age, married, Filipino, hereby certify that:


1. **MARELCO TRADING CORP.**, is a domestic corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at Rm. 206 Tres Hermanas Bldg. 967 Quezon Avenue corner Roosevelt Avenue, Quezon City.
2. At the special meeting of the Board of Directors held on July 5, 2019 at its office at Rm. 206 Tres Hermanas Bldg. 967 Quezon Avenue corner Roosevelt Avenue, Quezon City wherein a quorum was present and acting throughout, the following resolutions were unanimously passed and approved:

BOARD RESOLUTION No. 049-2019

Resolved that, majority and unanimously voted by the Board of Directors as follows:


1. To participate in the Department of Budget and Management Invitation to Bid for *Supply and Delivery of Polycarbonate Sheets and Accessories (Solicitation No. 2019-046)*.
2. Appointed Mr. Aurelio R. Liwanag the President to represent to such bidding and as authorized signatory for the company.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 9th day of July 2019 at Quezon City.


ELENA G. PUMARADA
Corporate Secretary

SUBSCRIBED AND SWORN TO before me this 09 JUL 2019 day of _____ affiant exhibiting to me his/her Voter's ID VIN 7404-0462A-D2370EGP20001-3 issued at Quezon City, NCR-Second District.

Doc. No. 418
Page No. 84
Book No. 14-A
Series of 2019


ATTY. JOSE FLORENTE P. CRISOLOGO
Notary Public
Until December 31, 2019
Adm. Matter No. NP-088
PTR No. 7574918-C/01-28-2019 Q.C.
IBP Lifetime NO. LRN-03688
Roll No. 49462
MCLE VI-0017262 Valid Until 4-14-2022
Unit-C J & S Building
No. 104 Kalayaan Avenue, Quezon City



REPUBLIC OF THE PHILIPPINES
QUEZON CITY, METRO MANILA
BUSINESS PERMITS & LICENSING DEPARTMENT
 Telephone No. 886-4242 Loc. 8173



BUSINESS PERMIT NO. 09-011015
DATE ISSUED FEBRUARY 28, 2019

RENEWAL

Nationality 100% FIL



This certifies that **MARELCO TRADING CORP.**
 with registered trade name **MARELCO TRADING CORP.**
 as represented by **AURELIO R. LMANAG - PRESIDENT**
 with business address at **RM. 206 TRES HERMANAS BLDG. #967 ROOSEVELT AVE., STA. CRUZ, D1, QC**

has been granted a **BUSINESS PERMIT** to operate the following business/es under ordinance No. SP-91, S-93, otherwise known as the 1993 Quezon City Revenue Code, and the ordinance/s indicated at the back hereof, subject to such other pertinent ordinances, laws and related administrative implementary regulations.

VALID UNTIL	DECEMBER 31, 2019	APPLICATION NO. : 281272
KIND OF BUSINESS	REMARKS	
CONTRACTOR CC0068-CATERER IMPORTER MC000-IMPORTER (FOR WHOLESALE) WHOLESALE WE0002- DEALER OF VEHICLES WC0075- CONSTRUCTION / HARDWARE SUPPLIES WB0043-MEDICAL SUPPLIES AND EQUIPMENT WD0069- LABORATORY EQUIPMENT RC0051-PHARMACEUTICAL PRODUCTS MC0061-SCHOOL SUPPLIES RF0113-APPAREL AND ACCESSORIES WC0075- OFFICE EQUIPMENT RC0021-CHEMICAL PRODUCTS WD0143- SAFETY DEVICES/SUPPLIES AND ACCESSORIES WD0062- JANITORIAL SUPPLIES WD0133- HOSPITAL SUPPLIES/EQUIPMENT WC0400- COMPUTER SOFTWARE PACKAGES TOTAL WOOD OF BUSINESS EQUIPMENT PARTS AND SUPPLIES RC0061- READY TO WEAR GARMENTS SSS No. 03-00-00000-8	PRINCIPAL OFFICE LOC. AT 104 D. TUAZON ST. MAHARLIKA INDUSTRIAL EQUIP. & SPARE PARTS COND. 1, 2 & 16 AS CITED AT THE BACK Gross Receipts Year : P	
	AREA OF ESTABLISHMENT	1.50 sq. m.
	TIN	007-431-571-000
SUBJECT TO THE CONDITIONS AT THE BACK HEREOF:		
PERMIT FEE & CITY TAX TO BE PAID ON OR BEFORE:		JANUARY 20, 2020

For and by the Authority of the City Mayor:

HERBERT M. BAUTISTA

GARRY C. DOMINGO

City Government Department Head III

IMPORTANT

Failure to renew this Business Permit/License within the prescribed period shall subject the taxpayer to a twenty-five percent (25%) surcharge of the permit fee.
 This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to concerned authorities upon demand. Upon closure of business, surrender this permit within 20 days to avoid penalty.

PARTICULARS OF PAYMENT

Official Receipt No.	076-0000942
Date of Payment	JANUARY 18, 2019
Period Covered	1-1/2019
Permit Fee	
City Tax	
Garbage Fee	41,665.07
Sanitary Fee	
Building Insp. Fee	
Electrical Insp. Fee	
Plumbing Insp. Fee	
Signboard Fee	
Fire Insp. Fee	
Penalty & Interest	
Plate / Sticker	
Zoning Fees	
Tourism	
Adjustment	
Total Amount Paid	41,665.07

CERTIFIED TRUE COPY

THIS PERMIT IS NON-TRANSFERABLE AND VALID ONLY WITH CORRESPONDING OFFICIAL RECEIPTS SHOWING PAYMENT OF PERMIT FEES AND CITY TAXES. ANY ERASURE/ALTERATIONS WILL INVALIDATE THIS PERMIT.

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

**CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)**

THIS IS TO CERTIFY THAT

MARELCO TRADING CORP.

RM 206 TRES HERMANAS BLDG 967 QUEZON AVENUE CORNER ROOSEVELT AVENUE,
BRGY. STA. CRUZ
Quezon City Metro Manila

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 11-Jan-2010 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 MARELCO TRADING CORP. 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 18-Feb-2020.

Issued this 18th day of February, 2019.

Documentary Stamp Tax Paid Php 30.00

R. Clemente
ROSAMARIA M. CLEMENTE
Director IV, PhilGEPS

**CERTIFIED
TRUE COPY**

PhilGEPS Registration No: 2010-60108
Certificate Reference No: 2019003745A
Amended Date as of April 30, 2019 07:08 PM

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.*


CERTIFIED
TRUE COPY

PhilGEPS Registration No: 2010-60108
Certificate Reference No: 2019003745A
Amended Date as of April 30, 2019 07:08 PM

Page 2 of 3

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

MARELCO TRADING CORP.

RM 206 TRES HERMANAS BLDG 967 QUEZON AVENUE CORNER ROOSEVELT AVENUE,
BRGY. STA. CRUZ
Quezon City Metro Manila

SEC Certificate	Registration Date : 28-Sep-2017 SEC Certificate Number : CS200916953
Mayor's Permit	Expiration Date : 31-Dec-2019 Permit Number : 09-011015 Place of Issue : QUEZON CITY Signatory : GARRY C. DOMINGO Issuance Date : 28-Feb-2019
Tax Clearance	Expiration Date : 13-Dec-2019 TCC Number : 07-038-12-13-R0403-2018 Signatory : MARIVIC G. TULIO Issuance Date : 13-Dec-2018
Audited Financial Statement	Date of Filing : 14-Apr-2019 Current Asset : Php 7,359,980.00 Total Asset : Php 7,405,037.00 Current Liabilities : Php 96,459.00 Total Liabilities : Php 1,596,459.00 Name of Auditor : MONICA L. NANCA BIR RDO Code : RDO 038
PCAB License	Expiration Date : Issued By : N/A Issuance Date : License Number : License First Issue Date : Principal Classification : N/A Category :

~~CERTIFIED TRUE COPY~~

PhilGEPs Registration No: 2010-60108
Certificate Reference No: 2019003745A
Amended Date as of April 30, 2019 07:06 PM



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

July 10, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

MZR Builders

32 Chicago St., Brgy. Pinagkaisahan, Cubao,

Dist. 4, Quezon City, Metro Manila

Tel. No. 726-0953

Fax No.

Email: mzrind@yahoo.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Supply and Delivery of Polycarbonate Sheets and Accessories	₱ 307,360.00	₱ 307,360.00

Total ₱ 307,360.00

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Engr. Robert Obed P. Quiroz

Printed name & Signature

Representative

Position/Title

Remarks:

Quotation received through

email. Incomplete submission.

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979

PRICE QUOTATION FORM

Annex "A"

Date: JUN 10, 2019

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano Street,
 San Miguel, Manila

Sir/Madam:

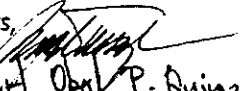
After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of Polycarbonate Sheets and Accessories	> Polycarbonate roofing sheets <ul style="list-style-type: none"> ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ UV Protected 	16 units	17,000. ^w	272,000. ^w
	> Polycarbonate H-Connector / H-Clip <ul style="list-style-type: none"> ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ UV Protected 	12 units	870. ^w	10,440. ^w
	> Polycarbonate End Connector (U-Profile / U-Clip) <ul style="list-style-type: none"> ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ UV Protected 	8 units	618. ^w	4,944. ^w
	> Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade or more	1 unit	2,820. ^w	2,820. ^w
	> Stainless Steel Metal Tekscrew with neoprene washer 1 1/2"	120 pieces	23. ^w	2,760. ^w
	> Heavy Duty Silicone Sealant <ul style="list-style-type: none"> ▪ Clear ▪ Quick Dry 	60 tubes	216. ^w	12,960. ^w
	> Sealant Gun	2 pieces	168. ^w	336. ^w
	> Aluminum U Clip <ul style="list-style-type: none"> ▪ Size: 20 feet ▪ Color: Bronze 	4 pieces	275. ^w	1,100. ^w
Total (inclusive of VAT)				307,360. ^w

(Amount in Words) Three Hundred Seven Thousand Three Hundred Sixty Pesos only.

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

Very truly yours,


Engr. Robert Obal P. Guinz
Name/Signature of Representative

MZR Builders
Name of Company

632-526-09-53 | 727-20-90
Contact No.

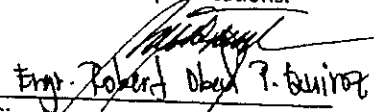
TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
Supply and Delivery of Polycarbonate Sheets and Accessories		
1 Lot	<ul style="list-style-type: none"> ➤ <u>I. Polycarbonate roofing sheets (16 units)</u> <ul style="list-style-type: none"> ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ With coating for ultraviolet protection 	Comply
	<ul style="list-style-type: none"> ➤ <u>II. Polycarbonate H-Connector (12 units)</u> <ul style="list-style-type: none"> ▪ Size: 6mm ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection 	Offer: 3mm x 1.25" x 6.10m (20')
	<ul style="list-style-type: none"> ➤ <u>III. Polycarbonate End Connector (U-Profile) (8 units)</u> <ul style="list-style-type: none"> ▪ Size: 6mm ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection 	Comply
	<ul style="list-style-type: none"> ➤ <u>IV. Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)</u> 	Offer: 12 x 1 whole 80 tooth
	<ul style="list-style-type: none"> ➤ <u>V. Stainless Steel Metal Tek screw with neoprene washer 1 1/2" (120 pieces)</u> 	Comply
	<ul style="list-style-type: none"> ➤ <u>VI. Heavy Duty Silicone Sealant (60 tubes)</u> <ul style="list-style-type: none"> ▪ Clear ▪ Quick Dry 	Comply
	<ul style="list-style-type: none"> ➤ <u>VII. Sealant Gun (2 pieces)</u> 	Comply
	<ul style="list-style-type: none"> ➤ <u>VIII. Aluminum (U-Clip) (4 pieces)</u> <ul style="list-style-type: none"> ▪ Size: 20 feet ▪ Color: Bronze 	Comply

I hereby certify to comply with all the above Technical Specifications.

HAER Builders
Name of Company/Bidder


Signature over Printed Name of Representative

July 10, 2019
Date

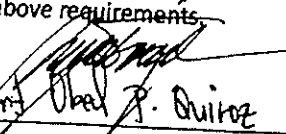
SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Supply and Delivery of Polycarbonate Sheets and Accessories	1 lot	Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)
I.	Polycarbonate roofing sheets (16 units)		
II.	Polycarbonate H-Connector (12 units)		
III.	Polycarbonate End Connector (U-Profile) (8 units)		
IV.	Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)		
V.	Stainless Steel Metal Tek screw with neoprene washer 1 1/2" (120 pieces)		
VI.	Heavy Duty Silicone Sealant (60 tubes)		
VII.	Sealant Gun (2 pieces)		
VIII.	Aluminum (U-Clip) (4 pieces)		

I hereby certify to comply and deliver all the above requirements.

MTR Builders

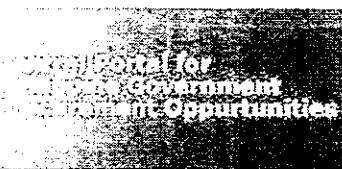
Name of Company/Bidder


Engr. Robert Abel P. Quiroz

Signature over Printed Name of Representative

July 10, 2019

Date



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6295049
Procuring Entity DEPARTMENT OF BUDGET AND MANAGEMENT
Title Supply and Delivery of Polycarbonate Sheets and Accessories
Area of Delivery Metro Manila

Solicitation Number:	2019-046	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Civil Works	Bid Supplements	0
Category:	Construction Materials and Supplies		
Approved Budget for the Contract:	PHP 423,000.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	05/07/2019
Contact Person:	Marco David Administrative Officer II Mabini Hall, Malacañang Manila Metro Manila Philippines 1005 63-2-6573300 Ext.3115 mdavid@dbm.gov.ph	Last Updated / Time	04/07/2019 12:18 PM
		Closing Date / Time	10/07/2019 15:00 PM

Description

TECHNICAL SPECIFICATIONS

- I. Polycarbonate roofing sheets (16 units)
 - Width: 4 feet
 - Length: 20 feet
 - Thickness: 3mm
 - Type: Solid
 - Color: Bronze
 - With coating for ultraviolet protection
- II. Polycarbonate H-Connector (12 units)
 - Size: 6mm
 - Width: Standard
 - Length: 20 feet
 - Color: Bronze
 - With coating for ultraviolet protection
- III. Polycarbonate End Connector (U-Profile) (8 units)
 - Size: 6mm
 - Width: Standard
 - Length: 20 feet
 - Color: Bronze
 - With coating for ultraviolet protection
- IV. Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)
- V. Stainless Steel Metal Tekscrew with neoprene washer 1 1/2" (120 pieces)

VI. Heavy Duty Silicone Sealant (60 tubes)

Clear

Quick Dry

VII. Sealant Gun (2 pieces)

VIII. Aluminum (U-Clip) (4 pieces)

Size: 20 feet

Color: Bronze

SCHEDULE OF REQUIREMENTS

I. Polycarbonate roofing sheets (16 units)

II. Polycarbonate H-Connector (12 units)

III. Polycarbonate End Connector (U-Profile) (8 units)

IV. Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)

V. Stainless Steel Metal Tekscrew with neoprene washer 1 1/2" (120 pieces)

VI. Heavy Duty Silicone Sealant (60 tubes)

VII. Sealant Gun (2 pieces)

VIII Aluminum (U-Clip) (4 pieces)

Delivery Term: Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)

Created by Marco David

Date Created 04/07/2019

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

Request for DBM Website Posting under Request for Quotation

MARCO A. DAVID <mdavid@dbm.gov.ph>
To: ICTSS HELPDESK <ictsshelpdesk@dbm.gov.ph>

Fri, Jul 5, 2019 at 8:54 AM

Greetings!

May we request for DBM Website Posting for the following Project:

Title: Supply and Delivery of Polycarbonate Sheets and Accessories

Requested by:
Marco A. David
Administrative Officer II
657-3300 local 3115
mdavid@dbm.gov.ph

Please see attached files.

Thank you,


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Marco A. David

Public Servant
Procurement Management Division
Department of Budget and Management
General Solano St., San Miguel, Malacañang, Manila
Trunkline: 657-3300 local 3115
Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524
Website: www.dbm.gov.ph
Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com

2 attachments

 **07052019085527.pdf**
558K

 **Omnibus Sworn Statement.pdf**
239K

Invitation to Bid - Supply and Delivery of Polycarbonate Sheets and Accessories

MARCO A. DAVID <mdavid@dbm.gov.ph>

Fri, Jul 5, 2019 at 11:38 AM

Bcc: inquiry@olympus.com.ph, info@orixon.com.ph, qcaraneta@polylite.com.ph, OJiNG <jqgconstructionph@yahoo.com>, Manuel Ermita <mfermitatrading@gmail.com>, Brilliant Light Trading <brilliantlighttrading@yahoo.com.ph>, MZR Builders <mzrind@yahoo.com>, Milouch Enterprises <milouchent@gmail.com>, Milouch <milouchent@yahoo.com>, Silver Rose Hardware <buy@silverrosehardware.com>, whitehouse.enterprises1125@yahoo.com.ph, lsci888@yahoo.com.ph, Agnes Ruffa Dimapilis <madsamenterprises@gmail.com>

Greetings!

We are inviting you to join the bidding for Small Value Procurement on the following project:

Supply and Delivery of Polycarbonate Sheets and Accessories

ABC: Four Hundred Twenty-Three Thousand Pesos (P423,000.00)

Deadline of submission: on or before 3:00 PM on July 10, 2019

Delivery Term: Thirty (30) calendar days from the receipt of the Notice to Proceed (NTP).

Interested bidders/suppliers are required to submit their:

- Current / Latest Mayor's Permit / Business Permit
- Latest Income/Business Tax Return (for ABCs above P 500,000)
- Philgeps Registration Certificate Number
- Omnibus Sworn Statement (for ABCs above P 50,000) (ATTACHED TO THIS EMAIL)
- Authority of the Signatory (Secretary Certificate)
- Price Quotation Form (Annex "A") (ATTACHED TO THIS EMAIL)

Should you have questions please don't hesitate to call us 657-3300 local 3115 / 3117 or email me mdavid@dbm.gov.ph. If you are unable to access through PHILGEPS you may check our website www.dbm.gov.ph to download documents needed or email me at mdavid@dbm.gov.ph

Thank you,

--





Marco A. David


Public Servant
Procurement Management Division
Department of Budget and Management
General Solano St., San Miguel, Malacañang, Manila
Trunkline: 657-3300 local 3115
Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524
Website: www.dbm.gov.ph
Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com

4 attachments

 Omnibus Sworn Statement.docx
16K

 Omnibus Sworn Statement.pdf
239K

 07052019085527.pdf
558K

 RFQ Supply and Delivery of Polycarbonate Sheets and Accessories.doc
108K



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 Administrative Service (AS), will undertake a Small Value Procurement for the "Supply and Delivery of Polycarbonate Sheets and Accessories", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "Supply and Delivery of Polycarbonate Sheets and Accessories"
- Approved Budget for the Contract** : "Four Hundred Twenty Three Thousand Pesos" (Php 423,000.00)
- Specifications** : See the attached Annex "A" for specifications
- Location** : Department of Budget and Management, General Solano Street, San Miguel Manila
- Delivery Term** : Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor's Permit, 2018 Income/Business Tax Return for ABC's above P 500,000, PhilGEPS Registration Number, Omnibus Sworn Statement for ABC's above P 50,000, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **July 10, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. no. 657-3300 local 3115, fax no. 735-4979 and email mdavid@dbm.gov.ph.

Very truly yours,


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

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 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:

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of Polycarbonate Sheets and Accessories	➤ Polycarbonate roofing sheets <ul style="list-style-type: none"> ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ UV Protected 	16 units		
	➤ Polycarbonate H-Connector / H-Clip <ul style="list-style-type: none"> ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ UV Protected 	12 units		
	➤ Polycarbonate End Connector (U-Profile / U-Clip) <ul style="list-style-type: none"> ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ UV Protected 	8 units		
	➤ Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade or more	1 unit		
	➤ Stainless Steel Metal Tek screw with neoprene washer 1 ½"	120 pieces		
	➤ Heavy Duty Silicone Sealant <ul style="list-style-type: none"> ▪ Clear ▪ Quick Dry 	60 tubes		
	➤ Sealant Gun	2 pieces		
	➤ Aluminum U Clip <ul style="list-style-type: none"> ▪ Size: 20 feet ▪ Color: Bronze 	4 pieces		
Total (inclusive of VAT)				



(Amount in Words) _____

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

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.

TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
	Supply and Delivery of Polycarbonate Sheets and Accessories	
1 Lot	<ul style="list-style-type: none"> ➤ <u>I. Polycarbonate roofing sheets (16 units)</u> <ul style="list-style-type: none"> ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ With coating for ultraviolet protection ➤ <u>II. Polycarbonate H-Connector (12 units)</u> <ul style="list-style-type: none"> ▪ Size: 6mm ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection ➤ <u>III. Polycarbonate End Connector (U-Profile) (8 units)</u> <ul style="list-style-type: none"> ▪ Size: 6mm ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection ➤ <u>IV. Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)</u> ➤ <u>V. Stainless Steel Metal Tekscrew with neoprene washer 1 1/2" (120 pieces)</u> ➤ <u>VI. Heavy Duty Silicone Sealant (60 tubes)</u> <ul style="list-style-type: none"> ▪ Clear ▪ Quick Dry ➤ <u>VII. Sealant Gun (2 pieces)</u> ➤ <u>VIII. Aluminum (U-Clip) (4 pieces)</u> <ul style="list-style-type: none"> ▪ Size: 20 feet ▪ Color: Bronze 	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date



SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Supply and Delivery of Polycarbonate Sheets and Accessories	1 lot	Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)
I.	Polycarbonate roofing sheets (16 units)		
II.	Polycarbonate H-Connector (12 units)		
III.	Polycarbonate End Connector (U-Profile) (8 units)		
IV.	Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)		
V.	Stainless Steel Metal Tek screw with neoprene washer 1 1/2" (120 pieces)		
VI.	Heavy Duty Silicone Sealant (60 tubes)		
VII.	Sealant Gun (2 pieces)		
VIII.	Aluminum (U-Clip) (4 pieces)		

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Representative

Date



PRICE QUOTATION FORM

Date: _____

The Administrative Service
 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:

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of Polycarbonate Sheets and Accessories	> Polycarbonate roofing sheets ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ With coating for ultraviolet protection <i>UV PROTECTED</i>	16 units		
	> Polycarbonate H-Connector / <i>H-CLIP</i> ▪ Width: Standard ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection <i>UV PROTECTED</i>	12 units		U clip
	> Polycarbonate End Connector (U-Profile) / <i>(U-CLIP)</i> ▪ Width: Standard ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection	8 units	*	U clip ?
	> Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade <i>ON MORE Pcs</i>	1 unit		
	> Stainless Steel Metal Tek screw with neoprene washer 1 1/2"	120 pcs		
	> Stainless Steel Metal Tek screw with neoprene washer 1 1/2"	60 tubes		
				Total (inclusive of VAT)

HEAVY DUTY SEALANT SILICONE, COBALT QUICK DRY

SEALANT GUN 2 pcs

ALUMINUM U-CLIP (20ft) - 4 pcs

BRONZE

(Amount in Words)

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

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.

TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
	Supply and Delivery of Polycarbonate Sheets and Accessories	
1 Lot	➤ <u>I. Polycarbonate roofing sheets (16 units)</u> <ul style="list-style-type: none"> ▪ Width: 4 feet ▪ Length: 20 feet ▪ Thickness: 3mm ▪ Type: Solid ▪ Color: Bronze ▪ With coating for ultraviolet protection 	
	➤ <u>II. Polycarbonate H-Connector (12 units)</u> <ul style="list-style-type: none"> ▪ Size: 6mm ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection 	
	➤ <u>III. Polycarbonate End Connector (U-Profile) (8 units)</u> <ul style="list-style-type: none"> ▪ Size: 6mm ▪ Width: Standard ▪ Length: 20 feet ▪ Color: Bronze ▪ With coating for ultraviolet protection 	
	➤ <u>IV. Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)</u>	
	➤ <u>V. Stainless Steel Metal Tek screw with neoprene washer 1 1/2" (120 pieces)</u>	
	➤ <u>VI. Stainless Steel Metal Tek screw with neoprene washer 1 1/2" (60 tubes)</u>	
	➤ <u>VII. Warranty</u> <ul style="list-style-type: none"> ▪ Replacement of Defective Parts and Materials within Seven (7) Days 	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Supply and Delivery of Polycarbonate Sheets and Accessories	1 lot	Thirty (30) calendar days from the receipt of Notice to Proceed (NTP)
I.	Polycarbonate roofing sheets (16 units)		
II.	Polycarbonate H-Connector (12 units)		
III.	Polycarbonate End Connector (U-Profile) (8 units)		
IV.	Portable Circular Saw blade appropriate for cutting polycarbonates 80 tooth blade (1 unit)		
V.	Stainless Steel Metal Tek screw with neoprene washer 1 ½" (120 pieces)		
VI.	Stainless Steel Metal Tek screw with neoprene washer 1 ½" (60 tubes)		
VII.	Warranty		Replacement of Defective Parts and Materials within Seven (7) days

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

DEPARTMENT OF BUDGET AND MANAGEMENT
 Malacanang, Manila
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN No. 13, CY 2019

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedules for Each Procurement Activity			Source of Funds	Estimated Budget PHP		Remarks (Brief Description of Program/Project)	
				Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE		CO
100010001	Subscription of Adobe Cloud-based Multi-media editing tool	ICTSS	NP-Small Value Procurement	3rd Quarter			GoP	825,500.00	825,500.00	12-month subscription of Adobe cloud-based Multi-media editing tool. This software will be used for graphic design, video editing, web development, photography, and other set of mobile applications and cloud services.	
100010001	Subscription to CD Asia electronic legal publications	LS	Direct Contracting	3rd Quarter			GoP	30,184.00	30,184.00	Subscription of the following Electronic legal publications on CD-ROM, DVD-ROM and on-line: 1. Law encyclopedia and 2 network license 2. Traction 2019 Bulletins 3. Jurisprudence 2018 Stilleites and 3 network license	
100010001	Supply and delivery of Polycarbonate sheets and accessories	AS	NP-Small Value Procurement	3rd Quarter			GoP	423,000.00	423,000.00	Replacement of the dilapidated polycarbonate sheets of the DBM canopy	
100010001	Supply, Delivery, Fabrication, and Installation of Window Blinds for the Aracache Building	AS	Public Bidding	3rd Quarter			GoP	973,000.00	973,000.00	Supply, delivery, fabrication, and installation of window blinds for the Aracache Building	
							TOTAL:	2,251,684.00	2,251,684.00		
							GRAND TOTAL:		2,251,684.00		

Prepared by BAC SECRETARIAT

 JOYCE MALABAO

RECOMMENDING APPROVAL:

 VIRGILIO UMACAPAN, JR.
 -BUDGET-Responsible

THEOPHILE CORINNE F. PALARCA
 Member

EDEN D. PANGILINAN
 Member

not present
 YOLANDA R. REYES
 Member

ANDREA CELENE MAGTULAS
 Vice Chairperson

ACHILLES GERARD C. BRAVO
 Chairperson

Approved
 Disapproved

JAMES T. ABULE
 Officer-in-Charge, DBM
 18-June-19





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-2019-07-00035

Date: July 11, 2019

Month: July

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	075	DBM-General Services Division	Supply and Delivery of Polycarbonate Sheets and Accessories	1.00	369,150.00	369,150.00

Total P 369,150.00

Amount In Words: **THREE HUNDRED SIXTY NINE THOUSAND ONE HUNDRED FIFTY PESOS AND 00/100**

Description: Replacement of Polycarbonate roofing between Building 1 and 2, Building 2 and 3

Requested By:

Approved By:

Signature :

Printed Name :

Designation :





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-2019-07-00035

Date: July 11, 2019

Month: July

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	075	DBM-General Services Division	Supply and Delivery of Polycarbonate Sheets and Accessories	1.00	369,150.00	369,150.00

Total P 369,150.00

Amount In Words **THREE HUNDRED SIXTY NINE THOUSAND ONE HUNDRED FIFTY PESOS AND 00/100**

Description Replacement of Polycarbonate roofing between Building 1 and 2, Building 2 and 3

Requested By:	Approved By:
Signature :	
Printed Name :	
Designation :	

ARGEE M. STA. BARBARA
 OIC-Chief Administrative Officer

**REQ0004815 | SR/P2 | Inquiry Help - Others - BU - Request to add Vendor (MF Ermita Trading)
in BTMS - DBM - PMD**

BTMS Helpdesk <helpdesk@btms.gov.ph>

Fri, Jul 12, 2019 at 11:16 AM

To: "MARCO A. DAVID" <mdavid@dbm.gov.ph>

Cc: "Cc: JUSTIN GALGANA" <jgalgana@dbm.gov.ph>, BTMS Helpdesk <helpdesk@btms.gov.ph>, "SAYURI E. LAZO" <slazo@dbm.gov.ph>, Arfel Africa <aafrica@freebalance.com>, "VICTOR APOLINARIUS V. EUDELA" <veudela@dbm.gov.ph>, Louie Baltazar <lbaltazar@freebalance.com>, Roladelle Bargas <rbargas@freebalance.com>

Dear Sir Marco,

Good day and thank you for contacting BTMS Helpdesk.

This email is to acknowledge your service request. Please be informed that this request has been logged under service request # REQ0004815 and it is already being handled at our end.

We will get back to you once the request is completed.

Kind regards,
Mark Villa-Agustin

Email: helpdesk@btms.gov.ph
Hotline: +63 2 719 6400

----- Forwarded message -----

From: MARCO A. DAVID <mdavid@dbm.gov.ph>

Date: Fri, Jul 12, 2019 at 10:49 AM

Subject: Vendor Addition Request

To: BTMS Helpdesk <helpdesk@btms.gov.ph>

Cc: JUSTIN GALGANA <jgalgana@dbm.gov.ph>

Greetings!

May I request to add the Vendor:

MF Ermita Trading

Attached to this email will be the requested file.

Thank you,

--



Marco A. David

Public Servant

Procurement Management Division

Department of Budget and Management

General Solano St., San Miguel, Malacañang, Manila

Trunkline: 657-3300 local 3115

Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524

Website: www.dbm.gov.ph

Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com

 Vendor Addition - MF Ermita Trading.xlsx
30K

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: MF ERMITA TRADING
 Title of Project: SUPPLY AND DELIVERY OF POLYCARBONATE SHEETS AND ACCESSORIES
 Contract Cost: 369,150

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	SAPP # 13
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	2019-09-28
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/signature

Handwritten signature

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