



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

PURCHASE ORDER NO. 2019-099

Supplier: Frigid Zone Auto Aircon Specialist Co.	Date: July 12, 2019
Address: 19 Congressional Extension, cor Visayas Avenue, Quezon City	Mode of Procurement: Small Value Procurement
TIN: -	

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

Place of Delivery: DBM Building III	Delivery Term: Twenty (20) working days upon receipt of Purchase Order (P.O.)
Date of Delivery: Twenty (20) working days upon receipt of Purchase Order (P.O.)	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SJN 806	1	₱ 33,936.00	₱ 33,936.00

(Total Amount In Words)
Thirty Three Thousand Nine Hundred Thirty Six Pesos ₱ 33,936.00

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.

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

Conforme: *Mary Antonette Murchante*
 Signature over Printed Name of Supplier
JUL 25 2019
 Date

Funds Availability Certified by: JEFFREY DEL GALARPE OIC - Accounting Division	OS No : <u>021011612019-07-1412</u> Amount : <u>₱ 33,936 -</u> Date : <u>07/15/19</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: Javier Murchant JUL 25 2019
Merry Antonic E. Murchant
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 12, 2019

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

Dear Ms. Murchante:

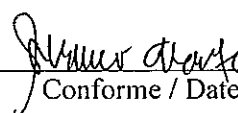
Per attached Purchase Order No. 2019-099, we hereby notify you that your Office may proceed with the delivery of the project "*Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SJN 806*," upon receipt and acceptance of this Notice.

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 M&D



Conforme / Date

JUL 25 2019



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

NOTICE OF AWARD

July 12, 2019

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

Dear Ms. Murchante:

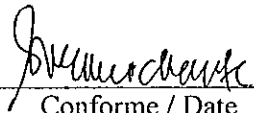
We are pleased to inform you that the Project, "*Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SJN 806,*" is hereby awarded to your company in the amount of Thirty Three Thousand Nine Hundred Thirty Six Pesos (Php33,936.00)

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 MARK


JUL 25 2019
Conforme / Date

ABSTRACT OF QUOTATIONS


Project Title: "Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SIN 806"
 ABC: 34,000
 Date: July 12, 2019


Qty	Unit	Item/Description	Frigid Zone Auto Aircon Specialist Co. 287-2930		Offered Specifications	DCT Holdings and Motors Services Corporation 362-5399 330-8901		Various Suppliers		
			Unit	Total		Unit	Total	Unit	Total	
1	lot	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SIN 806	P 33,936.00	P 33,936.00	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SIN 806	P 64,354.00	P 64,354.00	Mitsubishi Makati - service@citimotors.com Mitsubishi Makati - tsd@citimotors.com Mitsubishi Makati - warrantycitimotorsmakati@yahoo.com Mitsubishi Quezon Avenue - dimcqa@yahoo.com Mitsubishi Abad Santos - jasaftersales@peakabadsantos.ph Mitsubishi Abad Santos - jese@peakabadsantos.ph Mitsubishi Abad Santos - peakjas.service@gmail.com Mitsubishi Abad Santos - jreyes@peakabadsantos.ph Union Motors Corporation - umc.brpservice@gmail.com Union Motors Corporation - michaeltaghap@yahoo.com FleetServ Inc. - fleetservinc@gmail.com Valley South - marvinrabinio27@gmail.com EGMJ Trading - egmjtrading@gmail.com		
Total Price				P 33,936.00			P 64,354.00			
Ranking				1			2			
Remarks			Frigid Zone Auto Aircon Specialist Co., having the lowest calculated responsive quotation, considered as the awardee.							

Approved by:

Reviewed by:


THEA MARIE GORRINE F. PALARCA
 Director IV, Administrative Service ^{PHAD}


JOY B. LABAO
 OIC-Chief Administrative Officer, PMD


MARCO A. DAVID
 Administrative Officer II



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

July 2, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Frigid Zone Auto Aircon
Specialist Co.

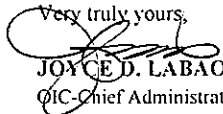
Tel. No. 287-2930

Fax No. _____

Email frigidzone.visayas@gmail.com

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SJN 806	P 33,936.00	P 33,936.00
			Total:	P 33,936.00

Very truly yours,

JOYCE D. LABAO
 OIC-Chief Administrative Officer, PMD

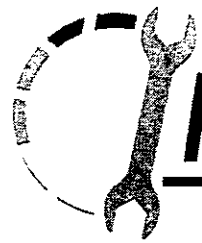
Quoted by:
Tonette Murchante
 Printed name & Signature
Service Personnel
 Position/Title

Canvassed by: MARCO A. DAVID
 Printed name & Signature
Administrative Officer II
 Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979
 email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through
saturation, Please see attached.



FRIGID ZONE

THE AUTO AIRCON SPECIALIST
SINCE 1993

Our Rule is to Keep You Cool

July 02, 2019

Department of Budget and Management
General Solano St. San Miguel, Malacanang , Manila

Mits. Adventure 2012 SJN-806

Scope of work:

Pull down evaporator dual & compressor For general cleaning & leaktest Add capilla oil, vacuum of lines. Recharge Freon gas R134a.	2,500
Replace Expansion Valve 2 pcs. Front & Rear	2,500
Replace Filter Drier	800
Replace Cooling Coil Adventure Front	5,500
Replace Compressor L300FB Mitaire Brandnew	18,500
Flushing of system	500

Total:	30,300
Plus VAT 12%	3,636

Total Amount 33,936

Parts & Labor 1 year warranty

Job Estimated by: Tonette Murchante

CONFIRME:

19 Congressional Extension
cor. Visayas Avenue
Pasong Tamo, Quezon City

(02) 287-29-30

frigidzone.visayas@gmail.com

fb.com/FrigidZoneAutoAircons



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

July 3, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

DCT Holdings and Motors
Services Corporation

Tel. No. 362-5399 || 330-8901

Fax No. 330-5434

Email haraos@dctholdings.com.ph

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SJN 806	P 64,354.00	P 64,354.00
			Total:	P 64,354.00

Very truly yours,


JOYCEL D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Heidi Araos

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email.

Please see attached.

DCT HOLDINGS & MOTORS SERVICES CORP.

1159 EDSA Cor. Oliveros Dr., Balintawak Q.C.

Tel =: 362-3399; 3308901 - 05; Fax =: 3305434

REPAIR ESTIMATE

Customer DEPT OF BUDGET & MNGT **Date:** 03-Jul-19
Make: MITSUBISHI **Type:** **Model:** ADVENTUR
Plate #: SNJ806

Repairs to be done	Parts	Labor	Materials
GENERAL AIRCON CLEANING		4,993.00	
COMPRESSOR ASSY	12,000.00		
EVAPORATOR ASSY	36,851.00		
COMPRESSOR OIL (SUPPLIES)	6,710.00		
CHECK & TEST AC LEAK			
WYNN'S FLUSHING			3,800.00
UNDER COATING			4,500.00
FUEL TREATMENT			1,260.00
ANTIBACTERIAL			1,260.00
CLEANING MATERIALS			1,330.00
FULL DETAILING			6,600.00
NITROGEN AIR			714.00

Cost of Parts: 55,561.00
Cost of Labor: 4,993.00
Cost of Materials: 19,464.00

ESTIMATED BY: HYDIE
0997-1898268

Total Estimated Cost: **Php80,018.00**

64,354



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

June 26, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Various Suppliers

Tel. No. - _____

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	Cleaning of Aircon and Replacement of Defective Parts for Mitsubishi Adventure SJN 806	P - -	P - -
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Total: P - -

Very truly yours,

JOYCE D. LABAO
OIC-Chief Administrative Officer, PMD

Quoted by:
Various Suppliers

Printed name & Signature
-

Position/Title

Canvassed by: YV
MARCO A. DAVID

Printed name & Signature
Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979
email: mdavid@dbm.gov.ph

Remarks:
Invited suppliers through email
but no submission.

Request for Quotation

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

Wed, Jun 26, 2019 at 3:13 PM

Bcc: Heidi Araos <haraos@dctholdings.com.ph>, "Citimotors Inc. Makati" <service@citimotors.com>, Jet Paggao <dmcqa@yahoo.com>, Michael Taghap <umc.brpservice@gmail.com>, Ronnen Ordones <peakjas.service@gmail.com>, Union Motors Corporation <michaeltaghap@yahoo.com>, jasaftersales@peakabadsantos.ph, Jhe Sese <jsese@peakabadsantos.ph>, Technical Service Department <tsd@citimotors.com>, warrantycitimotorsmakati@yahoo.com, Janica Reyes <jreyes@peakabadsantos.ph>, Michael Taghap <servicereception@union-motor.com.ph>, mit_parts@yahoo.com, frigidzone.visayas@gmail.com, FleetSERV INC <fleetservinc@gmail.com>, Marvin Rabino <marvinrabino27@gmail.com>, "Eduardo Manginsay, Jr." <egmjtrading@gmail.com>

Greetings!

May I request for quotation for the following:

General Aircon Cleaning and Replacement of Parts of Aircon System for Mitsubishi Adventure SJK 806

Model: 2012 Mitsubishi Adventure GLX DLS M/T SE

Engine number: 4D46AAF8111

Chassis number: PEVB5MMCCB005845

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

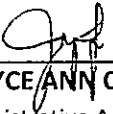
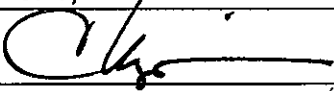
PURCHASE REQUEST
Department of Budget and Management

Agency

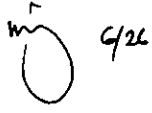
Department: Department of Budget and Management PR No.: 190275 Date: June 21, 2019
 Section: Office of the Assistant Secretary SAI No.: _____ Date: _____


Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		General Aircon Cleaning			25,000.00

Purpose: For the maintenance of DBM PMO Service

	Requested by:	Approved by:
Signature:		
Printed Name:	JOYCE ANN C. TAN	CLARITO ALEJANDRO D. MAGINO
Designation	Administrative Assistant V	Assistant Secretary

01-06001 - PR - 2019 - 06 - 00098

RECEIVED FROM EVRI


Department of Budget and Management
RECEIVED
 JUN 26 2019
 PROCUREMENT DIVISION
 BY:  CONTROL NO. _____

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


REQUISITION AND ISSUE SLIP


Entity Name : Department of Budget and Management
Division/Unit : Office the Assistant Secretary
Office : Office of ASEC Magsino

Fund Cluster :
Responsibility Center Code :
RIS No. :

Stock No.	Unit	Description	QTY	Stock Available?		Issue	Remarks
				Yes	No		
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	Unit	General aircon cleaning			-		

Purpose: For maintenance of DBM PMO Service

Requested by:
Signature : 
Printed Name : Joyce Ann C. Tan
Designation : Administrative Assistant V
Date : June 21, 2019

Approved by:

Clarito Alejandro D. Magsino
Assistant Secretary
June 21, 2019

Issued by:
David B. Mateo
Property Custodian
June 21, 2019

Received by:
Joyce Ann C. Tan
Administrative Assistant V
June 21, 2019



DEPARTMENT OF BUDGET AND MANAGEMENT
PRE-INSPECTION REPORT

06-21-19-220

Date 06/21/2019

Vehicle / Plate No.

Mit. Adventure SJN 806

Requisitioning Office/Dept.

OSEC, Asec Magsino

Nature and Scope of Last Repair , if any :

Engine check up

Complaints/Defects :

Check-up and cleaning of aircon unit

Parts /components to be Repaired / Replaced:

Defective parts of aircon unit

FINDINGS / OBSERVATIONS:

For maintenance

ROBERT B. MARASIGAN
Property Inspector

Date : June 21, 2019



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

CON 806
MUTI ADVENTURE

JRF No: DR5
Date: JUNE 20, 2019

MOTOR VEHICLE ASSIGNED TO ASEC MALESIMO

NATURE OF REQUEST:
 Complete Service Change Tire Others (specify) GENERAL
 Aircon Cleaning Aircon Repair CLEANING OF AIRCON
 Change Battery Engine Repair

Requested by:
Preco P. Magsino
Administrative Officer / Driver

Approved by:
Clarito Al. Magsino
Bureau/Service Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation: 6/20
INITIAL FINDINGS/WORKS TO BE DONE:
GEN: CLEANING OF A/C

Part(s) Recommended to be replaced, if any:

Quantity	Parts Name / Description

EVALUATED BY: Eddieson A. Fortuna
Administrative Assistant V

APPROVED BY: [Signature]

Revised March 2018

Department of Budget and Management
RECEIVED
JUN 14 2019

BY: _____ CONTROL NO _____

DEPARTMENT OF BUDGET AND MANAGEMENT

Vehicle Record

Vehicle Price: P 698,214.28.00
 Unit Description: MITSUBISHI 2012 ADVENTURE GLX DLS M/T SE
 Date Acquired: April 19, 2012
 End-User: USEC. GUILLERMO

Red Plate: SJN 806
 Security Plate:
 Engine no.: 4D46AAF8111
 chassis no.: PEVB5MMCCB005845
 Color: DOMINIC SILVER

Date	Work / Repair Done	Amount	Total
2017			
09-Aug	Replacement of defective battery	7,500.00	
17-Nov	Complete engine service	7,199.00	
2018			
21-Mar	Patching of tire (vulcanize)	150.00	
18-May	Complete engine service	6,154.00	
09-Jul	general cleaning of aircon	18,242.27	
05-Sep	Vulcanazing	300.00	
2019			
08-Feb	Change oil	4,369.00	

Rm of MV



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

PO 2019-0719

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

FRIGID ZONE AUTO
AIRLOM SPECIMINT CO.

Subject: PR no. 140295 Aircon cleaning Mitz Adventure SUN 806
End User: Office of ASG Magino

Date & Time Received	FROM	TO	Date & Time Forwarded	REMARKS
26 June	Joye	Margo	26 June	26 July
			6/26	EMAIL BLAST MADE
				BTMS TO FOLLOW, FOR REVISION
				OF AMOUNT OF END USER FY
			7/18	FOR SERVICE SCHEDULE C/O
				EUR

No. of Day/s Completed:

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: FRIGID ZONE AUTO AIRCON SPECIALIST CO.
 Title of Project: CLEANING OF AIRCON AND REPLACEMENT OF DEFECTIVE PARTS FOR MITSUBISHI ADVENTURE
 Contract Cost: 33,936 JIN 806

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 | <u>19-275</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>19-099</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. | |

Handwritten initials and date:
 3/12

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"/> | R/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