



**ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)**

Payee: ECHAGUE GLASS & METAL INC.  
 Name of Project: REPLACEMENT OF GLASS WINDOW PANEL AT THE RECEIVING AREA OF AIRCROD  
 Contract Cost: 30,300

**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>D.0012</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>2022-093</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 type="checkbox"/>            | Distribution List                  |                 |
| 11. | <input type="checkbox"/>            | Other Documents, if any.           |                 |

12/18

Received checked items:

<i>Print Name &amp; Signature</i>	<i>Date and Time</i>
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**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"/> | RSMI (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:

<i>Print Name &amp; Signature</i>	<i>Date and Time</i>
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**C. ADDITIONAL DOCUMENTS, if any**

\_\_\_\_\_

Received checked items:

<i>Print Name &amp; Signature</i>	<i>Date and Time</i>
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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**PURCHASE ORDER NO. 2020-093**

Supplier: Echague Glass and Metal Inc.	Date: December 18, 2020
Address: T341 Carlos Palanca Sr. Street, Quiapo	Mode of Procurement: NP- Small Value Procurement
Metro Manila	
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 (Administrative Service)	Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.
Delivery Term: Thirty (30) working days upon receipt of Notice to Proceed (NTP)	

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Replacement of Glass Window Panel at the Receiving Area of Administrative Service - Central Records Division Please see Technical Specifications	1	₱ 30,300.00	₱ 30,300.00
* nothing follows *					

(Total Amount In Words) Thirty Thousand Three Hundred Pesos	₱ 30,300.00
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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,

Conforme: <hr/> Signature over Printed Name of Supplier <b>FEB 09 2021</b> <hr/> Date	<b>THEA MARIE CORINNE F. PALARCA</b> Director IV, Administrative Service M&D Authorized Official (Representing End User)
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Funds Availability Certified by:  JEFFREY DM. GALARPE OIC - Accounting Division	OS No : 02161101-2020-12-001556 Amount : ₱ 30,300.00 Date : Dec. 27, 2020
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- Distribution of Copies:**
- / / Original copy for the Supplier's Conforme
  - / / Agency's Central Supply and Property Section for file
  - / / AS-PMD File
  - / / COA Auditor

**TERMS AND CONDITIONS  
(PURCHASE ORDER)**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.
3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.  
  
Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.
5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.
7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.  
  
The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract  
  
The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By:

  
AWARDEE

FEB 09 2021

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 \_\_\_\_\_, 2020, 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 \_\_\_\_\_, 2020

Doc No \_\_\_\_\_:  
Page No \_\_\_\_\_:  
Book No \_\_\_\_\_:  
Series of 2020.



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

**NOTICE TO PROCEED**

Ms. Jollie Yeung  
Echague Glass and Metal Inc.  
T341 Carlos Palanca Sr. Street  
Quiapo, Metro Manila

Dear Ms. Yeung:

Per attached Purchase Order No. 2020-093, we hereby notify you that your office may proceed with the delivery of the Project, "*Replacement of Glass Window Panel at the Receiving Area of Administrative Service – Central Records Division,*" upon receipt and acceptance of this Notice.

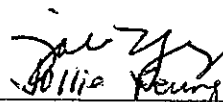
In this regard, your Office shall coordinate with our Administrative Service - General Service Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you and God Bless.

Very truly yours,

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

Conforme:

  
\_\_\_\_\_  
Authorized Representative,  
[Office/Company/Organization Name]

Date: **FEB 09 2021**  
\_\_\_\_\_



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

**NOTICE OF AWARD**

Ms. Jollie Yeung  
Echague Glass and Metal Inc.  
T341 Carlos Palanca Sr. Street  
Quiapo, Metro Manila

Dear Ms. Yeung:

We are pleased to inform you that the Project, *"Replacement of Glass Window Panel at the Receiving Area of Administrative Service – Central Records Division,"* is hereby awarded to your company in the amount of Thirty Thousand Three Hundred Pesos (P 30,300.00).

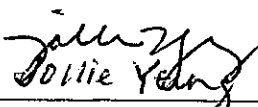
Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the single calculated and responsive quotation for the said project.

Thank you and God Bless.

Very truly yours,

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

Conforme:

  
\_\_\_\_\_  
Authorized Representative,  
[Office/Company/Organization Name]

Date:

**FEB 09 2021**





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

**PURCHASE ORDER NO. 2020-093**

Supplier: Echague Glass and Metal Inc.	Date: December 18, 2020
Address: T341 Carlos Palanca Sr. Street, Quiapo Metro Manila	Mode of Procurement: NP- 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 (Administrative Service)	Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.
Delivery Term: Thirty (30) working days upon receipt of Notice to Proceed (NTP)	

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Replacement of Glass Window Panel at the Receiving Area of Administrative Service - Central Records Division Please see Technical Specifications	1	₱ 30,300.00	₱ 30,300.00
* nothing follows *					

(Total Amount In Words) Thirty Thousand Three Hundred Pesos	₱ 30,300.00
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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

\_\_\_\_\_  
Date

Very truly yours,

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

Funds Availability Certified by:  JEFFREY D.M. GALARPE OIC - Accounting Division	OS No : 02101101-2020-12-001556 Amount : ₱ 30,300.00 Date : Dec. 27, 2020
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**Distribution of Copies:**  
/ / Original copy for the Supplier's Conforme  
/ / Agency's Central Supply and Property Section for file  
/ / AS-PMD File  
/ / COA Auditor





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

**PURCHASE ORDER NO. 2020-093**

Supplier: Echague Glass and Metal Inc.	Date: December 18, 2020
Address: T341 Carlos Palanca Sr. Street, Quiapo Metro Manila	Mode of Procurement: NP- Small Value Procurement
TIN: -	

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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 (Administrative Service)	Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.
Delivery Term: Thirty (30) working days upon receipt of Notice to Proceed (NTP)	

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Replacement of Glass Window Panel at the Receiving Area of Administrative Service - Central Records Division Please see Technical Specifications  <i>* nothing follows *</i>	1	₱ 30,300.00	₱ 30,300.00

(Total Amount In Words)  
Thirty Thousand Three Hundred Pesos


₱ 30,300.00
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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,

Conforme:

\_\_\_\_\_  
Signature over Printed Name of Supplier  
\_\_\_\_\_  
Date

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service <sup>MAD</sup>  
Authorized Official  
(Representing End User)

Funds Availability Certified by:  JEFFREY DM. GALARPE OIC - Accounting Division	OS No : 02101101-2020-12-001550 Amount : ₱ 30,300.00 Date : Dec. 27, 2020
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/ / COA Auditor



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

**PURCHASE ORDER NO. 2020-093**

Supplier: Echague Glass and Metal Inc.	Date: December 18, 2020
Address: T341 Carlos Palanca Sr. Street, Quiapo Metro Manila	Mode of Procurement: NP- 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 (Administrative Service)	Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.
Delivery Term: Thirty (30) working days upon receipt of Notice to Proceed (NTP)	

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Replacement of Glass Window Panel at the Receiving Area of Administrative Service - Central Records Division Please see Technical Specifications	1	P 30,300.00	P 30,300.00
<i>* nothing follows *</i>					

(Total Amount In Words) Thirty Thousand Three Hundred Pesos	P 30,300.00
--	-------------

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 <sup>MAD</sup>  
Authorized Official  
(Representing End User)

Conforme: \_\_\_\_\_  
Signature over Printed Name of Supplier

\_\_\_\_\_ Date

Funds Availability Certified by: <i>J. Mandtaman</i> JEFFREY DM. GALARPE OIC - Accounting Division	OS No : <u>02101161-2020-12-001554</u> Amount : <u>P 30,300.00</u> Date : <u>Dec-27, 2020</u>
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- / / AS-PMD File
- / / COA Auditor

**ABSTRACT OF QUOTATION**

Date: December 17, 2020  
 Project Title: Replacement of Glass Window Panel at the Receiving Area of Administrative Service - Central Records Division

Item/Description		Echague Glass and Metal Inc.		Various Suppliers	
		735-8420    09452092300			
		December 17, 2020			
Qty	Unit	Particulars	Unit Cost	Total Price	Total Price
1	lot	Replacement of Glass Window Panel at the Receiving Area of Administrative Service - Central Records Division	P 30,300.00	P 30,300.00	Please see attached file
<b>Total Price</b>			<b>P</b>	<b>30,300.00</b>	
Technical Specifications		<b>Complying</b>		Invited various suppliers through email but no submission	
Ranking		<b>1</b>			
Remarks		Echague Glass and Metal Inc., having the single calculated and responsive quotation, considered as the awardee.			

Prepared by:

  
**MARCO A. DAVID**  
 Administrative Officer IV, PMD

Reviewed by:

  
**JOYCE D. LABAO**  
 OIC- Chief Administrative Officer, PMD

Approved by:

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



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

**REQUEST FOR QUOTATION**

December 17, 2020

**COMPANY**

Echague Glass and Metal Inc.

Tel: No. 735-8420 || 09452092300

Fax No. 581-6122

Email: r.marinas@toyotamanilabay.com.ph

**APPROVED BUDGET FOR THE CONTRACT (ABC): Thirty One Thousand Pesos (Php 31,000.00)**

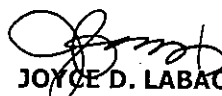
Please quote your best offer for the item/s listed below:

QUANTITY	UNIT	ITEM/S	UNIT PRICE	TOTAL PRICE
1	lot	Replacement of Glass Window Panel at the Receiving Area of Administrative Service Central Records Division (please see attached Technical Specifications and Schedule of Requirements)	P 30,300.00	P 30,300.00

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

**TOTAL: P 30,300.00**


Very truly yours,

  
**JOYCE D. LABAO**  
 OIC-Chief Administrative Officer  
 AS-PMD

Quoted by:

Jollie Yeung  
 Printed Name & Signature  
 Owner  
 Position/Title

Canvassed by:

  
**MARCO A. DAVID**  
 Procurement Officer  
 8657-3300 loc 3115  
 mdavid@dbm.gov.ph

Remarks  
Quotation obtained through email.



## Request for Quotation

Echague Glass and Metal <echagueglass@gmail.com>  
 To: "MARCO A. DAVID" <mdavid@dbm.gov.ph>

Thu, Dec 17, 2020 at 3:58 PM



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

17-Dec-20

Date

### REQUEST FOR PRICE QUOTATION

**Company**

**ECHAGUE GLASS AND METAL INC.**  
 T341 Carlos Palanca Sr. Street  
 Quiapo, Metro Manila  
 Tel. No. 735-8420; 0945-209-2300  
 Fax No.

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

Quantity	Unit	Item/s	Unit Price		Total Price
1	lot	supply and install of clear tempered glass window 1/4" thick on analok aluminum frame with hole, opening 7 inches (receiving section) a. 78-9/16 in by 52-7/8 in = 1 set b. 78-9/16 in by 6-7/8 in = 1 set	18000.00	PHP	18,000.00
1	lot	supply and install of clear glass window 1/4" thick on analok frame, same design as existing (AS main door) 19-1/4 in by 52-7/8 in = 1 set	4500.00	PHP	4,500.00
1	lot	Supply and install of clear tempered glass on wooden door 1/4" thick with hole and with analok frame same color to the door; includes cutting of wooden door (receiving door) 37 in by 29 in = 1 set	7800.00	PHP	7,800.00
			<b>TOTAL:</b>	<b>PHP</b>	<b>30,300.00</b>

Quoted by: JOLLIE YEUNG  
 Print Name & Sign  
 Owner  
 Position/Title

Canvassed by: WILSON FAITH O. TIMONERA  
 Print Name & Sign  
 Maintenance Engineer  
 Position/Title  
 6573300 Loc. 3120

[Quoted text hidden]



## Request for Quotation

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

Mon, Dec 14, 2020 at 4:12 PM

Bcc: echagueglass@gmail.com, Ricky Manguba <rickybmanguba@gmail.com>, Manuel Ermita <mfermitatrading@gmail.com>, Marelco Trading <marelcotrading.office@yahoo.com>, dassan cavite <dassancavite@gmail.com>, Milouch Enterprises <milouchent@gmail.com>, philconch@gmail.com, philconch@live.com, sgascorp01@yahoo.com

Greetings!

May we request for quotation on the following:

Project: Replacement of Glass Window Panel at the Receiving Area of Administrative Service - Central Records Division

- Please see attached file for your reference. (Technical Specifications). You can schedule an ocular inspection if it is convenient for you.

- Deadline: December 18, 2020

Thank you,

--



Marco A. David  
Administrative Officer IV  
Procurement Management Division - Administrative Service  
Department of Budget and Management  
Telephone: (+632) 8657-3300 local 3115 / 3117  
Mobile: Smart (+63) 999-8733136  
Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com  
Website: www.dbm.gov.ph

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### 2 attachments



technical specs for various project (1).xlsx  
50K



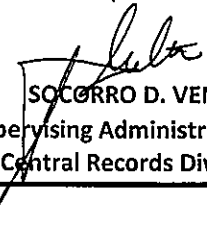

image of AS Counter.docx  
472K

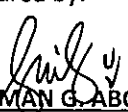
**PURCHASE REQUEST**  
**Department of Budget and Management**  
 Agency

Department: AS	PR No.: <u>120012-99</u>	Dated :
Section : CRD	SAI No.: _____	Dated :

<i>Requisition</i>				<i>Issuance</i>	
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Replacement of Glass Window Panel at the Receiving Area of Administrative Service - Central Records Division	1		

Purpose: To replace existing dilapidated counter (plastic material) at AS-CRD

	Requested by:	Approved by:
Signature :		
Printed Name :	SOCORRO D. VENTURA	THEA MARIE CORINNE F. PALARCA
Designation :	Supervising Administrative Officer Central Records Division, AS	Director IV Administrative Service

Prepared by:  
  
NORMAN G. ABOY  
 Administrative Officer III  
 AS-CRD

# Terms of Reference

Item Number	Description	Quantity	Unit	Statement of Compliance
<b>Technical Specification</b>				
1	Clear Tempered Glass Window 1/4 inch Thick on Analok Aluminum Frame with hole, opening 4 inches ( <b>Receiving Section</b> )  <ul style="list-style-type: none"> <li>• 78-1/2 inch by 52-3/4 inch</li> <li>• 78-1/2 inch by 7-3/8 inch</li> </ul>	1 1	set set	
2	Clear Glass Window 1/4 inch Thick on Analok Frame, same design as existing ( <b>AS Main Door</b> )  <ul style="list-style-type: none"> <li>• 19-11/16 inch by 53-15/16 inch</li> </ul>	1	set	
3	Clear Tempered Glass on Wooden Door 1/4 inch thick with hole and with analok frame same color to the door, opening 3-1/2 inch ( <b>Receiving Section Door</b> )  <ul style="list-style-type: none"> <li>• 36-5/8 inch by 28-7/8 inch</li> </ul>	1	set	
<b>Scope of Work</b>				
1	Supply, Delivery and Installation of Clear and Tempered Glass Window at the Receiving Area of Administrative Service - Central Records Division			

*Pw* *T*



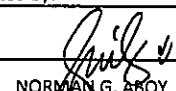
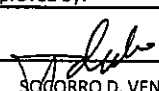


REPUBLIC OF THE PHILIPPINES  
 Department of Budget and Management  
 General Solano Street, San Miguel, Manila

REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management

Fund Cluster :

Division/Unit :		Central Records Division		Responsibility Center Code :			
Office :		Administrative Service		RIS No. :			
Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	QTY	Yes	No	QTY	Remarks
	set	Clear Tempered Glass Window 1/4 inch Thick on Analok Aluminum Frame with hole, opening 4 inches (Receiving Section)					
	set	a. 78-1/2 inch by 52-3/4 inch	1				
	set	b. 78-1/2 inch by 7-3/8 inch	1				
	set	Clear Glass Window 1/4 inch Thick on Analok Frame, same design as existing (AS Main Door)	1				
		19-11/16 inch by 53-15/16 inch					
	set	Clear Tempered Glass on Wooden Door 1/4 inch thick with hole and with analok frame same color to the door, opening 3-1/2 inch (Receiving Section Door)	1				
		36-5/8 inch by 28-7/8 inch					
Purpose:		To replace existing dilapidated counter (plastic material) at AS-CRD					
Requested by:		Approved by:		Issued by:		Received by:	
Signature :							
Printed Name :		NORMAN G. ABOY		SOCORRO D. VENTURA		NORMAN G. ABOY	
Designation :		Administrative Officer III		Supervising Admin. Officer		Administrative Officer III	
Date :		December 11, 2020		December 11, 2020			



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

27-Nov-20

Date

REQUEST FOR PRICE QUOTATION

Company

ECHAGUE GLASS AND METAL INC.

T341 Carlos Palanca Sr. Street

Quiapo, Metro Manila

Tel. No. 735-8420; 0945-209-2300

Fax No. \_\_\_\_\_

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

Quantity	Unit	Item/s	Unit Price		Total Price
1	set	supply and install of clear tempered glass window 1/4" thick on analok aluminum frame with hole, opening 3-1/2 inches (receiving section) a. 78-1/2 in by 52-3/4 in = 1 set b. 78-1/2 in by 7-3/8 in = 1 set	17500.00	PHP	17,500.00
1	set	supply and install of clear glass window 1/4" thick on analok frame, same design as existing (AS main door) 19-11/16 in by 53-15/16 in	4000.00	PHP	4,000.00
1	set	Supply and instalof clear tempered glass on wooden door 1/4" thick with hole and with analok frame same color to the door, opening 3-1/2 inches (receiving door) 36-5/8 in by 28-7/8 in = 1 set	7800.00	PHP	7,800.00

*\* This quotation will serve as the ABC for the project.*

**TOTAL: PHP 29,300.00**

Convised by:

*[Signature]*  
**NORMAN G. ABOY**  
 AS-Central Records Division  
 Dept. of Budget & Management

Approved by:

*[Signature]*  
**SOCORRO D. VENTURA**  
 Supervising Admin. Officer  
 AS-CENTRAL RECORDS DIVISION



Republic of the Philippines  
**Department of  
Budget and  
Management**

Norman Aboy <naboy@dbm.gov.ph>

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**Fw: REQUEST FOR QUOTATION**

1 message

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**Wilson Faith Timonera** <timonera\_07@yahoo.com>  
To: "naboy@dbm.gov.ph" <naboy@dbm.gov.ph>  
Cc: "EDWIN G. PRESENTACION" <epresentacion@dbm.gov.ph>

Fri, Dec 11, 2020 at 4:02 PM

Good day!

Sir:

Forwarding two quotation for supply of glass window at AS-CRD:

- 1. Supply only
- 2. Supply and install, cutting of door

Regards,

Wilson Timonera  
Maintenance Engineer

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

**From:** Echague Glass and Metal <echagueglass@gmail.com>  
**To:** Wilson Faith Timonera <tjmonera\_07@yahoo.com>  
**Sent:** Friday, 11 December 2020, 03:42:45 pm GMT+8  
**Subject:** Re: Fw: REQUEST FOR QUOTATION



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

27-Nov-20  
Date

## REQUEST FOR PRICE QUOTATION

Company  
ECHAGUE GLASS AND METAL INC.  
1341 Carlos Palanca Sr. Street  
Quiapo, Metro Manila  
Tel. No. 735-8420; 0945-209-2300  
Fax No. \_\_\_\_\_

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	set	supply of clear tempered glass window 1/4" thick on analok aluminum frame with hole, opening 3-1/2 inches (receiving section) a. 78-1/2 in by 53-3/4 in = 1 set b. 78-1/2 in by 7-3/8 in = 1 set	16000.00	PHP 16,000.00
1	set	supply of clear glass window 1/4" thick on analok frame, same design as existing (AS main door) 19-11/16 in by 53-15/16 in	3000.00	PHP 3,000.00
1	set	Supply of clear tempered glass on wooden door 1/4" thick with hole and with analok frame same color to the door, opening 3-1/2 inches (receiving door) 36-5/8 in by 28-7/8 in = 1 set	6300.00	PHP 6,300.00

TOTAL: PHP 25,300.00



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

27-Nov-20  
Date

## REQUEST FOR PRICE QUOTATION

Company  
ECHAGUE GLASS AND METAL INC.  
1341 Carlos Palanca Sr. Street  
Quiapo, Metro Manila  
Tel. No. 735-8420; 0945-209-2300  
Fax No. \_\_\_\_\_

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	set	supply and install of clear tempered glass window 1/4" thick on analok aluminum frame with hole, opening 3-1/2 inches (receiving section) a. 78-1/2 in by 53-3/4 in = 1 set b. 78-1/2 in by 7-3/8 in = 1 set	17500.00	PHP 17,500.00
1	set	supply and install of clear glass window 1/4" thick on analok frame, same design as existing (AS main door) 19-11/16 in by 53-15/16 in	4000.00	PHP 4,000.00
1	set	Supply and install of clear tempered glass on wooden door 1/4" thick with hole and with analok frame same color to the door, opening 3-1/2 inches (receiving door) 36-5/8 in by 28-7/8 in = 1 set	7800.00	PHP 7,800.00

TOTAL: PHP 29,300.00

On Thu, Dec 10, 2020 at 2:46 PM Wilson Faith Timonera <timonera\_07@yahoo.com> wrote:  
Hi mam follow up ko lang yung request ko. thanks

Wilson

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

From: Wilson Faith Timonera <timonera\_07@yahoo.com>  
To: Echague Glass and Metal <echagueglass@gmail.com>  
Sent: Saturday, 28 November 2020, 08:53:29 am GMT+8  
Subject: REQUEST FOR QUOTATION

Good day!

Mam:

I would like to request for quotation of window and door glass for AS-CRD here in DBM Manila.

Option 1:

Supply of fabricated window glass and door glass. DBM maintenance will do the installation work.

Option 2:

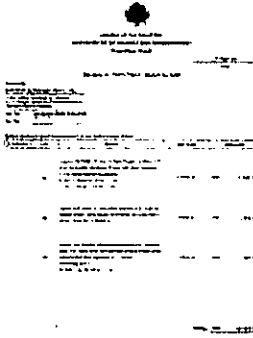
Supply of fabricated window and door glass, including the installation and cutting of door.

Paverify nalang ng dimension kung tama dun sa nagsukat mam. Please see attached file.

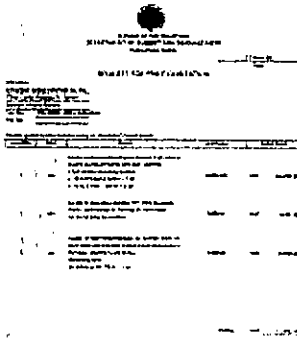
Thank you.

Wilson Timonera  
Maintenance Engineer

2 attachments



img159.jpg  
575K



img158.jpg  
563K