



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
Trunkline: 657-3300 | TeleFax No. 7354979

**PURCHASE ORDER NO. 2019-016**

Supplier: GBR-GEN General Merchandise	Date: February 15, 2019
Address: 1034-A Mindoro Street, Sampaloc, Manila	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: Within 15 working days upon receipt of Purchase Order
Date of Delivery: Within 15 working days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pcs	Supply and Delivery of 3SMF Battery for Various Motor Vehicles (2 AS-GSD, 1 OSEC)	3	₱ 8,000.00	₱ 24,000.00

(Total Amount in Words) Twenty Four Thousand Pesos	₱ 24,000.00
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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  
2 - 19 - 19  
Date

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

Funds Availability Certified by:  ESPERANZA Q. IGNACIO Chief Accountant	OS No : 02/01/10/2019-02-196 Amount : ₱ 24,000.00 Date : 02/18/19
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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. AWARDDEE 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 AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE 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 AWARDDEE 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 AWARDDEE 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 AWARDDEE, 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE 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 AWARDDEE shall form part of this Purchase Order.

Accepted By: \_\_\_\_\_

*Mick Casipue*  
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**

February 15, 2019

**MR. PRISCILLO SUMAGPANG**  
GBR-GEN General Merchandise  
1034-A Mindoro Street,  
Sampaloc, Manila

Dear **MR. SUMAGPANG:**

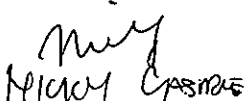
Per attached Purchase Order No. 2019-016, we hereby notify you that your Office may proceed with the delivery of the project *"Supply and Delivery of 3SMF Battery for Various Motor Vehicles"*, upon receipt and acceptance of this Notice.

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 MAD

 2-19-19  
MICAY CASIMAS  
Conforme / Date



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

**NOTICE OF AWARD**

February 15, 2019

**MR. PRISCILLO SUMAGPANG**  
GBR-GEN General Merchandise  
1034-A Mindoro Street,  
Sampaloc, Manila

Dear **MR. SUMAGPANG**:

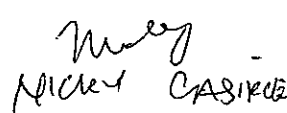
We are pleased to inform you that the project *"Supply and Delivery of 3SMF Battery for Various Motor Vehicles"*, is hereby awarded to your company in the amount of Twenty Four Thousand Pesos (P 24,000.00).

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 MPD

 - 2-19-19  
**NICKY CASIQUE**  
\_\_\_\_\_  
Conforme / Date



# **ABSTRACT OF QUOTATIONS**

Project Title: Supply and Delivery of 3SMF Battery for Various Motor Vehicles

ABC: 25,000

Date: February 15, 2019

Item/Description		GBR GEN General Merchandise 715-4130   806-1451		Offered Specifications		1 Stop Battery Shop Inc. 712-1868		Jiga Mags and Tire Supply 801-0043   801-9303	
Qty	Unit	Particulars	Unit	Total		Unit	Total	Unit	Total
3	pcs	3SMF	8,000.00	24,000.00	3SMF	8,100.00	24,300.00	8,736.00	26,208.00
								VAT included	
Total Price				24,000.00			24,300.00		26,208.00
Ranking				1			2		3
Remarks		GBR GEN General Merchandise, having the lowest calculated responsive quotation, considered as the awardee.							

Prepared by:

Reviewed by:

Approved by:

**MARCO A. DAVID**  
Administrative Officer II

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

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



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

01/29/2019

Date

REQUEST FOR PRICE QUOTATION

Company

GBR-GEN General Merchandise

1034 B. Mindoro Street, Sampaloc Manila

Tel. No. 715-4130 | 806-1451

Fax No. 715-4130

Email

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

Quantity	Unit	Item/s	Unit Price	Total Price
3	pieces	3SMF Battery	₱ 8,000.00	₱ 24,000.00

Total: ₱ 24,000.00

Very truly yours,

*for* by: *JOYCE D. LABAO*  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Precillo H. Sumagpang

Printed name & Signature

Sales Manager

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  
verbal communication.





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

02/15/2019

Date

REQUEST FOR PRICE QUOTATION

Company

1 Stop Battery Shop Inc.

Emerson, 73 E Rodriguez Sr. Ave, Dona

Josefa, Quezon City

Tel. No. 712-1868

Fax No.

Email

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

Quantity	Unit	Item/s	Unit Price	Total Price
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3	pieces	3SMF Battery	₱ 8,100.00	₱ 24,300.00
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Total: ₱ 24,300.00

Very truly yours,

for *by: [Signature]*  
JOYCE D. LABAO  
OIC-Chief Administrative Officer, PMD

Quoted by:

Rose Tahutan

Printed name & Signature

Sales Manager

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

verbal communication.



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

01/29/2019

Date

REQUEST FOR PRICE QUOTATION

Company

JIGA Mags and Tire Supply

1851 Arguelles Street, Brgy. Pio Del Pilar

corner Evangelista, Makati City

Tel. No. 801-0043 | 801-9303

Fax No.

Email

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

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

3 pieces 3SMF Battery

₱ 8,736.00 ₱ 26,208.00

Total: ₱ 26,208.00

Very truly yours,

*JOYCE D. LABAO*  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Hazel

Printed name & Signature

Sales Representative

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.

# JIGA MAGS AND TIRE SUPPLY

1851 Arguelles Sts., Brgy. Pio Del Pilar Corner Evangelista Makati City  
801-0043/ 801-9303



Date: January 29, 2019

## QUOTATION

Customer: Department of Budget and Management  
Attn to: Mr. Marco A. David  
Contact no.: 6573300 local 3115

QTY.	unit	DESCRIPTION	UNIT PRICE	TOTAL
		3SMF BATTERY		
3		MOTOLITE GOLD	8,736.00	26,208.00

PLEASE CALL FOR THE APPROVAL OF THIS QOUTATION

NOTE: DISCOUNTED CASH PRICE  
PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

APPROVED BY: HAZEL

# PURCHASE REQUEST

Department of Budget and Management

Agency

Department: Administrative Service

PR No.: 19-044

Date:

JAN. 24, 2019

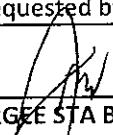

Section: General Service Division

SAI No.:

Date:

Stock No.	Unit.	Item Description	Quantity	Unit Cost	Total Cost
	lot	20,000 km check up and replacement of defective wiper and aircon filter of the ff:	1		
		* SAA 1130 G. Tacusalme			
		* SAA 1135 A. Calabia			
		* SAA 1134 R. Calinao			
		* SAA 1136 J. Navarro			
		* SAA 1141 J. Atanaacio			
		* SAA 1132 R. Estrellido			
		* SAA 1133 D. Español			
		30,000 km check-up and replacement of defective wiper and aircon filter of the ff:			
		* SAA 1131 R. Recopero			
		* SAA 1137 R. Ignacio			
		* SAA 1140 N. Aruta			
		Replacement of defective battery of the ff:			
		* SAA 1130 G. Tacusalme			
		* SAA 1131 R. Recopero			
		*****			

Purpose: For the preventive maintenance of DBM various shuttle service

	Requested by:	Approved by:
Signature:		
Printed Name:	ENGR. ARGEE STA BARBARA	THEA MARIE CORINNE F. PALARCA
Designation	OIC Chief Administrative Officer	Director, AS

Prepared by:

EDDIESON A. FORTUNA  
Administrative Assistant V

## PURCHASE REQUEST


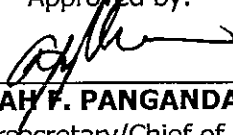
Department of Budget and Management  
Agency

BMS PR#: 01-06001-PR-2019-01-0033

Department: Department of Budget & Management PR No. 9-045 Date: 1/21/19  
Section: Office of the Secretary SAI No. 7 Date: \_\_\_\_\_

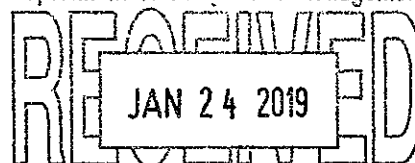
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Change of Battery Toyota Hi-Ace VL 4987 3SMF	1	5,000.00	5,000.00
					5,000.00

Purpose: Change of Battery

Signature Printed Name Designation	Requested by:	Approved by:
	 <b>NARCISO ALCARAZ</b> Driver/Admin Aide VI	 <b>AMENAH F. PANGANDAMAN</b> Undersecretary/Chief of Staff

Pre - loop  
Vehicle Record  
CDA UAS

Department of Budget and Management



BY: EDD 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 of the Secretary

Office :

Requisition

Fund Cluster :

Responsibility Center Code : OSEC

RIS No. : OSEC

Stock Available?

Issue

Stock No. Unit Description Quantity Yes No Quantity Remarks

	unit	Battery	1				

Purpose:

Change of Battery

Requested by:

Approved by:

Issued by:

Received by:

Signature :

Printed Name :

Designation :

Date :

NARCISO ALCARAZ

Driver/Admin Aide V

1/21/2019

Amenah F. Pangandaman

Undersecretary

1/21/2019



DEPARTMENT OF BUDGET AND MANAGEMENT  
**PRE-INSPECTION REPORT**

01-24-19-152

Date 01/24/2019 Vehicle / Plate No. Toyota Hi-Ace VL 4987  
Requisitioning Office/Dept. OSEC

**Nature and Scope of Last Repair , if any :**

First time to replace Battery since January 2017

**Complaints/Defects :**

Battery

**Parts /components to be Repaired / Replaced:**

Battery (3smf)

**FINDINGS / OBSERVATIONS:**

For maintenance

ROBERT B. MARASIGAN  
Property Inspector

Date : January 24, 2019





DEPARTMENT OF BUDGET AND MANAGEMENT

**Vehicle Record**

Vehicle Price:  
Unit Description: TOYOTA HI-ACE COMMUTER 3.0L DSL M/T  
Date Acquired: January 24, 2017  
End-User: OSEC BACK-UP

Red Plate: VL 4987  
Security Plate:

Date	Work / Repair Done	Amount	Total
2017			
13-May	1000 km check up	5,335.65	
05-Apr	5,000 km check-up	4,556.00	
14-Aug	10000 km check-up	14,101.00	
2018			
05-May	15 km check-up	18,455.46	

# PURCHASE REQUEST

Department of Budget and Management  
Agency

Department: Administrative Service

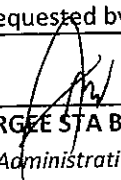

PR No.: 19-044 Date: JAN. 24, 2019

Section: General Service Division

SAI No.: Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	20,000 km check up and replacement of defective wiper and aircon filter of the ff:	1		
		* SAA 1130 G. Tacusalme			
		* SAA 1135 A. Calabia			
		* SAA 1134 R. Calinao			
		* SAA 1136 J. Navarro			
		* SAA 1141 J. Atanaacio			
		* SAA 1132 R. Estrellido			
		* SAA 1133 D. Español			
		30,000 km check-up and replacement of defective wiper and aircon filter of the ff:			
		* SAA 1131 R. Recopero			
		* SAA 1137 R. Ignacio			
		* SAA 1140 N. Aruta			
		Replacement of defective battery of the ff:			
		* SAA 1130 G. Tacusalme } 35MF			
		* SAA 1131 R. Recopero			
		*****			

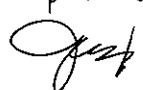
Purpose: For the preventive maintenance of DBM various shuttle service

	Requested by:	Approved by:
Signature:		
Printed Name:	ENGR. ARGEE STA BARBARA	THEA MARIE CORINNE F. PALARCA
Designation	OIC Chief Administrative Officer	Director, AS

Prepared by:

EDDIESON A. FORTUNA  
Administrative Assistant V

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from photo copy  


GAA 1130



DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MOTORPOOL JOB REQUEST FORM

JRF No:

006

Date:

JAN. 22, 2019

MOTOR VEHICLE ASSIGNED TO

MOTORPOOL G. TACUSALME

## NATURE OF REQUEST:

☐

Complete Service

☐

Change Tire

☐

Others (specify) 20,000 km check

☐

Aircon Cleaning

☐

Aircon Repair

UP AND LOW BATTERY

☐

Change Battery

☐

Engine Repair

Requested by:

G. Tacusalmé

Administrative Officer / Driver

Approved by:

Bureau/Service/Office Head

To be filled by Motorpool Unit:

Date of Motor Vehicle Evaluation:

JAN. 21, 20

## INITIAL FINDINGS/WORKS TO BE DONE:

20,000 km check-up and replacement of  
defective wiper and aircon filter and  
battery

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

Quantity

Parts Name / Description

1 PC

BATTERY 25ME

2 PC

WIPER

EVALUATED BY:

EDDIESON A. FORTUNA

Administrative Assistant V

APPROVED BY:

  
ENGR. ARGEE M. STA. BARBARA  
OIC-Chief Administrative Officer, GSD

Revised March 2018

CERTIFIED TRUE COPY

from photocopies



DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

01-24-19-139

Date 01/24/2019 Vehicle / Plate No. Nissan MV 350 SAA 1130  
Requisitioning Office/Dept. AS-Motorpool, Driver Tacusalme

Nature and Scope of Last Repair , if any :

Last 10,000 km check up, June 29, 2018

Complaints/Defects :

20,000 km check up/ replace wiper blade, aircon filter & battery

Parts /components to be Repaired / Replaced:

Oil, Battery 2smf, wiper blades & aircon filter

FINDINGS / OBSERVATIONS:

For maintenance

ROBERT B. MARASIGAN  
Property Inspector

Date : January 24, 2019

CERTIFIED TRUE COPY

*From photocopy*

*Just*

DEPARTMENT OF BUDGET AND MANAGEMENT

**Vehicle Record**

Vehicle Price: Php 1,315,182.86  
Unit Description: NISSAN NV 350 DIESEL  
Date Acquired: November 09, 2017  
End-User: GUALBERTO TACUSALME

Red Plate: OY 6014 / *SA 1130*  
Security Plate:  
Engine No. YD25002936B  
Chassis No. JN1TC2E26Z0016093

Date	Work / Repair Done	Amount	Total
2018			
24-Jan	1000 km check-up	no cost	
17-Apr	additional oil and brake fluid	470.00	
29-Jun	10,000 check up	11,058.00	
2019			

CERTIFIED TRUE COPY  
*from photocopy*  
*[Signature]*



013

THU. 22, 2019

**MOTOR VEHICLE ASSIGNED TO**

GSP MOTORPOOL R. RELOPERO

**NATURE OF REQUEST:**

- ☐ Complite Service    ☐ Change Tire    ☐ Others (specify) 30,000 km  
☐ Aircon Cleaning    ☐ Aircon Repair    check up And low  
☒ Change Battery    ☐ Engine Repair    BATTERY

Requested by:

**Approved by:**

Administrative Officer / Driver

Bureau/Service/Office Head

**To be filled by Motorpool Unit:**

**Date of Motor Vehicle Evaluation:**

JAN. 22, 2018

**INITIAL FINDINGS/WORKS TO BE DONE:**

30,000 KM CHECK-UP AND REPLACEMENT OF DEFECTIVE WIPER AND AIRCON FILTER AND BATTERY

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

EVALUATED BY:

EDDIESON A. FORTUNA  
Administrative Assistant V

APPROVED BY:

ENGR. ARGEEN M. STA. BARBARA  
OIC-Chief Administrative Officer, GSD

Revised March 2018

CERTIFIED TRUE COPY

from photocopies

9



DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

01-24-19-146

Date 01/24/2019 Vehicle / Plate No. Nissan MV 350 SAA 1131  
Requisitioning Office/Dept. AS-Motorpool, Driver Recopero

Nature and Scope of Last Repair , if any :  
Last 25,000 km check up, Oct. 30, 2018

Complaints/Defects :  
30,000 km check up/ replace wiper blade, aircon filter and Battery

Parts /components to be Repaired / Replaced:  
Oil, Battery 2smf, wiper blades

FINDINGS / OBSERVATIONS:  
For maintenance

ROBERT B. MARASIGAN  
Property Inspector

Date : January 24, 2019

CERTIFIED TRUE COPY

From photocopy  
*[Signature]*

## Vehicle Record

SA 1131

Red Plate: OY 7790

Security Plate:

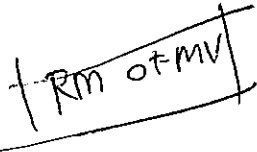
Engine No. YD25004471B

Chassis No. JN1TC2E26Z0016639

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PO 2019-016

GBR - GEN GENERAL  
MERCHANDISE

Subject: PR no. 19-044 & 19-045 ; 35M Battery  
End User: GEC ; AS GP  
Hi Acc VL 4987 / SAA 1130 & 1131

No. of Day/s Completed:	
-------------------------	--

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

Name of Payee: GBR GEN GENERAL MERCHANDISE  
 Title of Project: SUPPLY AND DELIVERY OF 35MF BATTERY FOR VARIOUS MOTOR VEHICLES  
 Contract Cost: 24,000

CHECKLIST OF DOCUMENTS		REMARKS
Checklist of documents forwarded to Finance Service for:		
<b>A. FUNDING (OBLIGATION AND CAF)</b>		
1. <input checked="" type="checkbox"/> Purchase Request/ APP	44	19-44, 19-45
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		19-06
6. <input checked="" type="checkbox"/> Request for Price Quotation		
7. <input checked="" type="checkbox"/> Abstract of Quotation		
8. <input checked="" type="checkbox"/> Notice of Award		
9. <input checked="" type="checkbox"/> Notice to Proceed		
10. <input checked="" type="checkbox"/> Distribution List		
11. <input checked="" type="checkbox"/> Other Documents, if any.		

Received checked items:

Print Name & Signature		Date and Time
<b>B. PROCESSING OF PAYMENT (DV)</b>		
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(S)MI (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
<b>C. ADDITIONAL DOCUMENTS, if any</b>		