

BTMS PO No. to follow  
\* with error in the approval  
of PR

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

Name of Payee: 347 School Office Supplies Inc.

Title of Project: Supply and Delivery of Whiteboard for Various Offices

Contract Cost: ₱14,700.00 only

**CHECKLIST OF DOCUMENTS**

**REMARKS**

Checklist of documents forwarded to Finance Service for:

**A. FUNDING (OBLIGATION AND CAF)**

1. ☒ Purchase Request/ APP
2. ☒ Pre-Inspection Report
3. ☒ Obligation Request and Status
4. ☒ Eligibility Documents of Suppliers
5. ☒ Purchase Order/Contract
6. ☒ Request for Price Quotation
7. ☒ Abstract of Quotation
8. ☒ Notice of Award
9. ☒ Notice to Proceed
10. ☒ Distribution List
11. ☒ Other Documents, if any.

PR No. 190076, 190077, 190185

2019-056

347 SOS no, Starmark, Office use only

BTMS PR No. 2019-01-0004, 2019-03-0001, 2019-05-0005

Received checked items:

J. Dacanay

Print Name & Signature

5/8

Date and Time

**B. PROCESSING OF PAYMENT (DV)**

1. ☐ Obligation Request and Status
3. ☐ Pre-Inspection Report
4. ☐ Inspection and Acceptance Report
5. ☐ Delivery Receipt
6. ☐ Sales Invoice/ Statement of Account
7. ☐ Warranty/Guaranty Certificate
8. ☐ Purchase Request / APP
9. ☐ Purchase Order/Contract
10. ☐ Request for Price Quotation
11. ☐ Abstract of Quotation
12. ☐ Notice of Award
13. ☐ Notice to Proceed
14. ☐ Distribution List
15. ☐ Certificate of Acceptance from End-user
16. ☐ F/SMI (Report of Supplies and Materials Issued)
17. ☐ RIS (Requisition and Issue Slip)
18. ☐ ICS (Inventory Custodian Slip)
19. ☐ PAR (Property Acknowledgement Receipt)
20. ☐ WMR (Waste Material Report)
21. ☐ 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

**OBLIGATION REQUEST AND STATUS**

Department of Budget and Management

02-101101-2019-05-000824  
Serial No.:

Date: May 8, 2019

Fund Cluster: 01

Payee :	347 SCHOOL OFFICE SUPPLIES INC.			
Office :				
Address:	347 San Vicente St., Cor. T. Pinpin, Binondo, Manila 101101 RA. 11260 Current Appo.			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
	Supply and Delivery of Whiteboard for Various Offices		5010321001	14,700.00
060010100000-01-05 CPRS		100000100001000		12,200
060010100000-01-01-01 DSEC				2,500-
PO No. 2019-056				14,700.00

**A. Certified :** Charges to appropriation /allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature : [Signature]

Printed Name : THEA MARIE CORINNE F. PALARCA

Position : Director IV, Administrative Service

Date : May 06, 2019

**B. Certified :** Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature : [Signature]

Printed Name : EDEN D. PANGILINAN

Position : Head, Budget Division/Unit/Authorized Representative

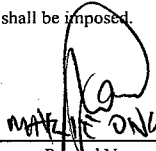
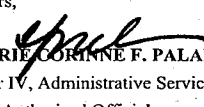

Date : 5-10-19

**C. STATUS OF OBLIGATION**

Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due	Due and Demandable
						(d)	(e)

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

**PURCHASE ORDER NO. 2019-056**

<b>Supplier:</b> 347 School Office Supplies Inc. <b>Address:</b> 347 San Vicente cor. Tomas Pinpin Sts. Binondo, Manila <b>TIN:</b>		<b>Date:</b> May 6, 2019 <b>Mode of Procurement:</b> Small Value Procurement			
<b>Gentlemen:</b> Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your <u>Price Quotation, subject to the Terms and Conditions enumerated at the back hereof.</u>					
<b>Place of Delivery:</b> DBM Building III <b>Date of Delivery:</b> Fifteen (15) working days upon receipt of Purchase Order (P.O.)		<b>Delivery Term:</b> Fifteen (15) working days upon receipt of Purchase Order (P.O.) <b>Payment Term:</b> 15 days upon completion of delivery and acceptance			
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pc	<b>Whiteboard for Wall Calendar</b> Approximately: 48 inches x 48 inches (4' x 4')	1	P2,050.00	P2,050.00
	pc	<b>Whiteboard</b> Approximately: 24 inches x 18 inches (2' x 1.5')	1	P450.00	P450.00
	pcs	<b>Whiteboard with Stand</b> Approximately: 35 inches x 74 inches (3' x 6")	2	P6,100.00	P12,200.00
<b>(Total Amount In Words)</b> <b>Fourteen Thousand and Seven Hundred Pesos only</b>					<b>P14,700.00</b>
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.					
<b>Conforme:</b> <div style="text-align: center;">   _____  Signature over Printed Name of Supplier  MAY 14, 2019  _____  Date </div>		Very truly yours, <div style="text-align: center;">   <b>THEA MARIE CORINNE F. PALARCA</b>  Director IV, Administrative Service  Authorized Official  (Representing End User) </div>			
<b>Funds Availability Certified by:</b> <div style="text-align: center;">   <b>ESPERANZA Q. IGNACIO</b>  Chief Accountant </div>			<b>OS No :</b> 021011012019-01-824 <b>Amount :</b> P14,700.00 <b>Date :</b> MAY 14, 2019		
<b>Distribution of Copies:</b> // Original copy for the Supplier's Conformance // Agency's Central Supply and Property Section for file // COA Auditor					



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

**NOTICE OF AWARD**

May 6, 2019

**MS. MARIE TAN HO ONG**

347 SCHOOL OFFICE SUPPLIES INC.

347 San Vicente St., Cor. T. Pinpin, Binondo

Manila, Metro Manila

Dear Ms. Ong:


We are pleased to inform you that the project "Supply and Delivery of Whiteboard for Various Offices", is hereby awarded to your company in the amount of Fourteen Thousand and Seven Hundred Pesos only (Php 14,700.00).

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

  
MARIE ONG 5/14/19  
Conforme / Date



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

**NOTICE TO PROCEED**

May 6, 2019

**MS. MARIE TAN HO ONG**

347 SCHOOL OFFICE SUPPLIES INC.

347 San Vicente St., Cor. T. Pinpin, Binondo

Manila, Metro Manila

Dear Ms. Ong:


Per attached Purchase Order No. 2019-056, we hereby notify you that your Office may proceed with the delivery of the project "Supply and Delivery of Whiteboard for Various Offices", 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

  
**MARIE ONG** 5/14/19  
Conforme / Date

# ABSTRACT OF QUOTATIONS

Project Title: Supply and Delivery of Whiteboard for Various Offices

ABC: ₱15,000.00


Date: May 6, 2019

Item/Description			347 SCHOOL OFFICE SUPPLIES INC.		STARMARK ENTERPRISES		OFFICEWAREHOUSE SM MANILA	
			230-9744		524-1615		353-1449	
Qty	Unit	Particulars	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price
1	pc	Whiteboard for Wall Calendar <i>Approximately: 48 inches x 48 inches ( 4' x 4')</i>	₱2,050.00	₱2,050.00	₱2,200.00	₱2,200.00	*No stock available	
1	pc	Whiteboard <i>Approximately: 24 inches x 18 inches (2' x 1.5')</i>	450.00	450.00	435.00	435.00		
2	pcs	Whiteboard with Stand <i>Approximately: 35 inches x 74 inches (3' x 6")</i>	6,100.00	12,200.00	6,500.00	13,000.00		
					*VAT Exclusive			
TOTAL:			14,700.00		15,635.00		0.00	
RANK			1		2		3	
Remarks			347 School Office Supplies Inc., having the lowest calculated responsive quotation, considered as the awardee.					


Prepared by:

  
ELLEN MAE A. ESTIPONA  
Administrative Assistant V

Reviewed by:

  
JOYCE D. LABAO  
OIC- Chief Administrative Officer, PMD

Approved by:

  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service



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

REQUEST FOR PRICE QUOTATION

06 May 2019

Date

Company

347 SCHOOL OFFICE SUPPLIES INC  
347 San Vicente cor. Tomas Pinpin Sts.  
Binondo, Manila

Tel. No. (02)230-9744

Fax No. (+632)352-1788

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	pc	Whiteboard for Wall Calendar Plain <i>Approximately: 48 inches x 48 inches (4' x 4')</i>	<u>P 2,050.00</u>	<u>P 2,050.00</u>
1	pc	Whiteboard Wall Mounted <i>Approximately: 24 inches x 18 inches (2' x 1.5')</i>	<u>P 450.00</u>	<u>P 450.00</u>
2	pcs	Whiteboard with Stand <i>Approximately: 35 inches x 74 inches (3' x 6')</i>	<u>P 6,100.00</u>	<u>P 12,200.00</u>

TOTAL: 4 items

Total: P 14,700.00


Very truly yours,

  
JOYCE D. LABAO

OIC - Chief Administrative Officer

Procurement Management Division

Quoted by:

  
MARIE T. ONG

Print Name & Sign

Account Executive

Position/Title

Canvassed by:

  
ELLEN MAE A. ESTIPONA

Administrative Assistant V

Trunkline: 657-3300 loc. 3115

Fax: 735-4979

Email: eestipona@dbm.gov.ph

Remarks:

Price Validity: 30 days

Delivery Period: 15 working days

Payment Terms: 15 days LDDAP-ADA



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[Payment Options \(/2016-05-23-08-56-16\)](#)

[SHIPMENT AND DELIVERY \(/shipment-and-delivery\)](#)

[Blog \(/component/com\\_dmpinboardlitefork2/Itemid,116/view,k2content/\)](#)

[Contact Us \(/2016-05-23-08-57-46\)](#)

## PRINTING SERVICES

## WHITEBOARDS/ WHITE BOARDS

### WHITEBOARDS/ WHITE BOARDS:

(All Prices on this website are VAT EX.)

#### WHITEBOARD (with Frame) : (We don't sell without aluminum frame):

EG-Whiteboard 12inx18in: P185.00/pc(Wholesale), P210.00/pc(Retail)

EG-Whiteboard 12inx24in: P300.00/pc(Wholesale), P380.00/pc(Retail)

EG-Whiteboard 18inx24in: P398.00/pc(Wholesale), P435.00/pc(Retail)

EG-Whiteboard 2ftx2ft: P482.00/pc(Wholesale), P525.00/pc(Retail)

1pc



EG-C 4×5: P6,400.00/pc(Wholesale), P6,900.00/pc Retail)  
EG-D 4×4: P5,600.00/pc(Wholesale), P6,000.00/pc(Retail)  
EG-E 3×6: P6,900.00/pc(Wholesale), P7,300.00/pc (Retail)  
EG-F 3×5: P5,400.00/pc(Wholesale), P5,800.00/pc(Retail)  
EG-G 3×4: P4,800.00/pc(Wholesale), P5,200.00/pc(Retail)  
EG-G 3×3: P4,300.00/pc(Wholesale), P4,600.00/pc(Retail)  
EG-H 2×4: P4,300.00/pc(Wholesale), P4,600.00/pc(Retail)  
EG-I 2×3: P3,800.00/pc(Wholesale), P4,200.00/pc(Retail)

**WHITEBOARD/ CORKBOARD 1 SIDE COMBINATION - Not Back to Back, No Stand (with Frame) : (We don't sell without aluminum frame):**

EG-A 4×8 (4ftx6ft/4ftx2ft): P3,500.00/pc(Wholesale), P3,800.00/pc(Retail)  
EG-B 4×6 (4ftx3ft/4ftx3ft): P2,600.00/pc(Wholesale), P2,800.00/pc(Retail)  
EG-C 4×5 (4ftx3ft/4ftx2ft): P2,200.00/pc(Wholesale), P2,400.00/pc Retail)  
EG-D 4×4 (4ftx2ft/4ftx2ft): P1,800.00/pc(Wholesale), P2,000.00/pc(Retail)  
EG-E 3×6 (3ftx4ft/3ftx2ft): P2,000.00/pc(Wholesale), P2,200.00/pc (Retail)  
EG-F 3×5 (3ftx3ft/3ftx2ft): P1,700.00/pc(Wholesale), P1,900.00/pc(Retail)  
EG-G 3×4 (3ftx2ft/3ftx2ft): P1,400.00/pc(Wholesale), P1,600.00/pc(Retail)  
EG-G 3×3 (3ftx1.5ft/3ftx1.5ft): P1,200.00/pc(Wholesale), P1,400.00/pc(Retail)  
EG-H 2×4 (2ftx2ft/2ftx2ft): P1,100.00/pc(Wholesale), P1,300.00/pc(Retail)  
EG-I 2×3 (24inx18in/24inx18in): P820.00/pc(Wholesale), P950.00/pc(Retail)  
EG-J 2×2 (24inx12in/24inx12in): P580.00/pc(Wholesale), P620.00/pc(Retail)  
EG-K 18×24 (18inx12in/18inx12in): P450.00/pc(Wholesale), P480.00/pc(Retail)

**WHITEBOARD DOUBLE FACE W/ REVERSIBLE STAND (with Frame) : (We don't sell without aluminum frame):**

EG-WB Double Face w/Reversible Stand 2ftx3ft: P4,000.00/pc(Wholesale), P4,200.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 2ftx4ft: P4,600.00/pc(Wholesale), P4,900.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 3ftx3ft: P4,600.00/pc(Wholesale), P4,900.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 3ftx4ft: P5,300.00/pc(Wholesale), P5,600.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 3ftx5ft: P5,900.00/pc(Wholesale), P6,300.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 3ftx6ft: P7,400.00/pc(Wholesale), P7,900.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 4ftx4ft: P6,100.00/pc(Wholesale), P6,500.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 4ftx5ft: P7,000.00/pc(Wholesale), P7,500.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 4ftx6ft: P8,700.00/pc(Wholesale), P9,300.00/pc(Retail)  
EG-WB Double Face w/Reversible Stand 4ftx8ft: P10,600.00/pc(Wholesale), P11,300.00/pc(Retail)

Tweet (<https://twitter.com/share>)

[back to top \(/price/papers-products-supplies/whiteboards-white-boards#startOfPageld50\)](#)



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

REQUEST FOR PRICE QUOTATION

Date \_\_\_\_\_

Company

Office warehouse  
in Manila

Tel. No. 353-1449

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

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	pc	<b>Whiteboard for Wall Calendar</b> Approximately: 48 inches x 48 inches (4' x 4')	P _____	P _____
1	pc	<b>Whiteboard</b> Approximately: 24 inches x 18 inches (2' x 1.5')	P _____	P _____
2	pcs	<b>Whiteboard with Stand</b> Approximately: 35 inches x 74 inches (3' x 6')	P _____	P _____

\* No stock available

TOTAL: 4 items

Total: P \_\_\_\_\_

Very truly yours,



JOYCE D. LABAO  
OIC - Chief Administrative Officer  
Procurement Management Division

Quoted by:

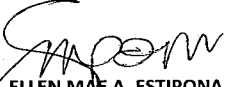
Chris

Print Name & Sign

Sales

Position/Title

Canvassed by:



ELLEN MAE A. ESTIPONA

Administrative Assistant V

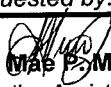
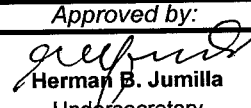
Trunkline: 657-3300 loc. 3115

Fax: 735-4979

Email: eestipona@dbm.gov.ph

Remarks:

Quotation obtained  
through telephone  
call

<b>PURCHASE REQUEST</b> Department of Budget and Management Agency					
Department: <u>Office of the Usec. For Mindanao Affairs</u> Section: <u>Office of the Usec. For Mindanao Affairs</u>			PR No: <b>190185</b> SAI No: _____		Date: _____ Date: _____
<i>Requisition</i>				<i>Issuance</i>	
Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
	Piece	Whiteboard			
		24in x 18in			
Purpose: _____ _____					
Signature Printed Name Designation		Requested by:		Approved by:	
		 <b>Christiana Mae P. Montoya</b> Administrative Assistant III		 <b>Herman B. Jumilla</b> Undersecretary	

[illegible]

Herman B. Jumilla  
Undersecretary  
5-Mar-19

NO STOCK AVAILABLE

Noted By:

NAME

LAURO T. JAREWAS

A. D. V 3/5/19

Department of Budget and Management  
**RECEIVED**  
 JAN 07 2019  
 PROCUREMENT DIVISION  
 BY: [Signature] 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 Fund Cluster :  
 Division/Unit : Office of the Undersecretaries Responsibility Center Code :  
 Office : Office of the Undersecretary for Mindanao Affairs and Special Concerns RIS No. :  
 Requisition Stock Available? Issue

Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	Piece	Whiteboard and Calendar	1				
	Pieces	4 ft x 4 ft	2				
		1.5 ft. x 1 ft.					


**Purpose:**

Signature : Requested by: *Christian Mae P. Montoya* Approved by: *Atty. Justin Jay A. Condez* Issued by: Received by:  
 Printed Name : Christian Mae P. Montoya Atty. Justin Jay A. Condez  
 Designation : Administrative Assistant III Director III Chief-of-Staff  
 Date : 7-Jan-19 7-Jan-19

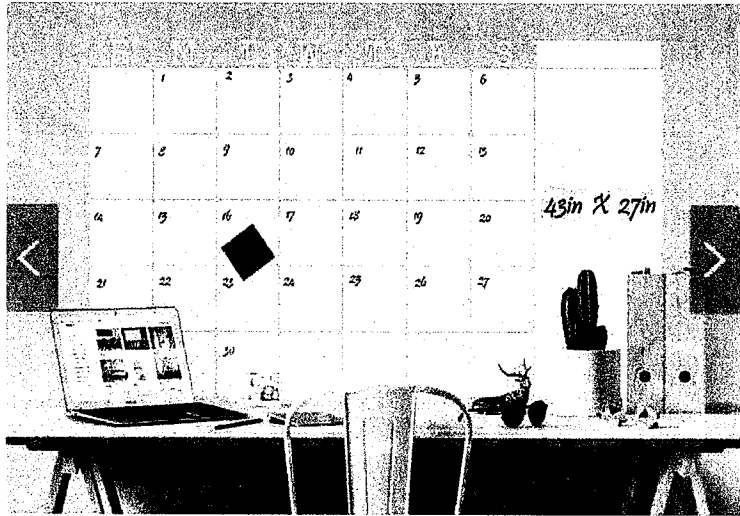
QUOTATION 1:



FabDecals ★★★★★ (434)  
Favorite shop



235 items



Whiteboard Monthly Calendar Vinyl Wall Decal, Dry Erase Calendar, Available In Four Sizes, Removable Wall Decal, ID408


PHP 2,130.43+ ~~PHP 2,663.04+~~  
You save PHP 532.61 (20%)  
Local taxes included (where applicable)

Free shipping to Philippines


Size  
Select a size

Quantity  
1

Add to cart

 Almost gone. There's only 2 left.

Overview



55%

9:48 AM  
1/7/2019







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 : DO/ADMIN				Responsibility Center Code :			
Office : CPMS				RIS No. :			
<b>Requisition</b>				<b>Stock Available?</b>		<b>Issue</b>	
<b>Stock No.</b>	<b>Unit</b>	<b>Description</b>	<b>QTY</b>	<b>Yes</b>	<b>No</b>	<b>QTY</b>	<b>Remarks</b>
	pc	Whiteboard with stand 35" x 74" (if possible back to back white)	2				
	pc	Extension Cord with magnet and switch 5 gang	10				
	✓ ream	PAPER, B4 (9.8: in x 13.9 in.)	10			10	O.K
Purpose:							
Requested by:		Approved by:		Issued by:		Received by:	
Signature:		Signature:		Signature:		Signature:	
Printed Name: GASPAR, EDGARDO JR. T.		ESCALANTE, ROWEL DELA CRUZ				GASPAR, EDGARDO JR. T.	
Designation:							
Date: February 6, 2019		February 6, 2019				February 6, 2019	

**NO STOCK AVAILABLE**  
Noted By:  
  
LANDO T. SARMIENTO  
2/11/19