JDR TRADING SERVICES

312 Tindalo St., Dona Rosario Heights Posadas Ave., Sucat, Muntinlupa City
Tel. #: 837-5070 / 0995-4488625
Jessica Mae C. Delos Reyes – Prop.
VAT Reg. TIN: 223-429-920-000

№ 0135

DELIVERY RECEIPT

Delivered To: Dept. of Budget & Management
Date: 7-18-19
Address: DBM Compound Manila
Terms:
TIN:

Qty.	Unit	DESCRIPTION
800	PCS	Ballpen w/ PRINT
800	PCS	NOTEBOOKS
799 800	PCS	Coffee Mugs w/ PRINT
800	PCS	Drawstring Bag w/ PRINT
		Rec'd 7/18/19
		Annie Fay Cuchara
		note: keychain to follow

Received the above goods and services in good order and condition.

By: Allen Mae Enriquez
Customer Signature Over Printed Name

10 Bklts. (50x3) 0001-0500
BIR Authority to Print No. OCN 9AU0000780798
Date Issued: 2-8-17 Valid Until: 2-7-22
DACUYA'S PRINTING SERVICES
158 Garcia St., San Vicente, San Pedro Laguna
TIN: 252-456-817-000 VAT
Tel. No.: 847-0890

Printer's Accreditation No. 057MP20130000000009
Date Issued 12/26/13

THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES
THIS DELIVERY RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Trunkline: 657-3300

PURCHASE ORDER NO. 2019-067

Supplier:	**JDR Trading Services**	Date:	May 22, 2019
		Mode of Procurement: Small Value Procurement	
Address:	312 Tindalo Street Dona Rosario Heights Posadas Avenue Sucat		
TIN:	223-429-920-000		

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 five days upon receipt of Notice of Proceed
Date of Delivery: Twenty five days upon receipt of Notice of Proceed	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pcs	**PENS** *See attached for specfications*	800	15.00	₱12,000.00
	pcs	**NOTEBOOK** *See attached for specfications*	800	70.00	₱56,000.00
	pcs	**COFFEE MUGS** *See attached for specfications*	800	65.00	₱52,000.00
	pcs	**DRAWSTRING BAG** *See attached for specfications*	800	75.00	₱60,000.00
	pcs	**KEYCHAIN** *See attached for specfications*	800	30.00	₱24,000.00
(Total Amount In Words) **Two Hundred and Four Thousand Pesos only**					**₱204,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme:

J. Pedro Reyes

Signature over Printed Name of Supplier

6-27-19

Date

Very truly yours,

THEA MARIE CORINNE F. PALARCA

Director IV, Administrative Service

Authorized Official

(Representing End User)

Funds Availability Certified by: ESPERANZA Q. IGNACIO Chief Accountant	OS No : 021011012019-06-1067 Amount : ₱ 204,000.00 Date : 6/6/19

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 from Monday to Thursday: 8:00 am-3:00 pm and Friday: 8:00 am-12 noon 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:

J. Venus Fuentes

AWARDEE

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

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

NOTICE OF AWARD

May 22, 2019

MS. JESSICA MAE CRUZ DELOS REYES
JDR TRADING SERVICES
312 Tindalo Street Dona Rosario Heights
Posadas Avenue Sucat

Dear Ms. Delos Reyes:

We are pleased to inform you that the project "Supply and Delivery of BTMS Roll-out Marketing Collaterals", is hereby awarded to your company in the amount of Two Hundred and Four Thousand Pesos only (Php 204,000.00).

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

J. Delos Reyes 5-27-19
Conforme / Date

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

NOTICE TO PROCEED

May 22, 2019

MS. JESSICA MAE CRUZ DELOS REYES
JDR TRADING SERVICES
312 Tindalo Street Dona Rosario Heights
Posadas Avenue Sucat

Dear Ms. Delos Reyes:

Per attached Purchase Order No. 2019-067, we hereby notify you that your Office may proceed with the delivery of the project "Supply and Delivery of BTMS Roll-out Marketing Collaterals", 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

J. Delos Reyes 6-27-19
Conforme / Date

JDR Trading Services

July 23, 2019

Ms. Ellen Estipona
Procurement Officer
Department of Budget & Management

Dear Ms. Estipona:

We would like to formally ask for an extension regarding the completion of our delivery for rubber keychains as part of our fulfillment of the supply and delivery of corporate giveaways (PO No.: 2019 – 067). Due to unforeseen circumstances we encountered problems with our production thus resulting to the delay in delivery.

In light of this may we ask to extend our delivery deadline to August 7 as it usually takes 2 weeks to produce the said item. All other items have already been delivered and as such we will endeavor to ensure that the last set of items will be delivered a ssoon as possible.

Thank you for your understanding on this matter. We hope to be of service to you in your other future requirements.

Very Truly Yours,

Jessica Mae Cruz – Delos Reyes
Proprietor
+63995-4488625
jes.mae.cruz@gmail.com

OBLIGATION REQUEST AND STATUS

Department of Budget and Management

Serial No. : 02-101101-2019-06-00065

Date : June 6, 2019

Fund Cluster: 01

Payee :	JDR TRADING SERVICES
Office :	
Address:	312 Tindalo Street Dona Rosario Heights Posadas Avenue Sucat

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
PFM	Supply and Delivery of BTMS Roll-out Marketing Collaterals	200000 200002	5020201-00	204,000.00
PO 2019-067				204,000.00

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

Signature :

Printed Name : THEA MARIE CORINNE F. PALARCA

Position : Director IV, Administrative Service

Date : May 25, 2019

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

Signature : EDPangilinan

Printed Name : EDEN D. PANGILINAN

Position : Head, Budget Division/Unit/Authorized Representative

Date : 6-06-19

C. **STATUS OF OBLIGATION**

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

ABSTRACT OF QUOTATIONS

Project Title: Supply and Delivery of BTMS Roll-out Marketing Collaterals
ABC: Two Hundred Eight Thousand and Eight Hundred Pesos only (Php 208,800.00)
Date: May 21, 2019

Item/Description			JDR TRADING SERVICES 312 Tindalo Street Dona Rosario Heights Posadas Avenue Sucat 0995-448-8625		HOOKED ON LINE COMPUTER CENTER Stall No. 41-09 168 Shopping Mall, Soler Street, Binondo, 026, Brgy. 293, Manila 348-3647		KING OF KINGS TRADING Blk. 4 Lot 19, Martos St. Tierra Nova Royale 4, Brgy. 171, Bagumbong Caloocan City 0922-831-4329	
Qty	Unit	Particulars	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price
800	pcs	**PENS** *See attached for specfications*	15.00	12,000.00	15.00	12,000.00	25.00	20,000.00
800	pcs	**NOTEBOOK** *See attached for specfications*	70.00	56,000.00	80.00	64,000.00	65.00	52,000.00
800	pcs	**COFFEE MUGS** *See attached for specfications*	65.00	52,000.00	45.00	36,000.00	55.00	44,000.00
800	pcs	**DRAWSTRING BAG** *See attached for specfications*	75.00	60,000.00	70.00	56,000.00	50.00	40,000.00
800	pcs	**KEYCHAIN** *See attached for specfications*	30.00	24,000.00	45.00	36,000.00	45.00	36,000.00
Total Price			**204,000.00**		**204,000.00**		**192,000.00**	
Mayor's Permit Validity Date			2019-0006498 6/30/2019		2019-038758 12/31/2019		16-N0922-01786 12/31/2019	
Philgeps Reg. No.			2016-164331		2018-242744		2017-217487	
Omnibus Sworn Statement Signatory Notarized by: Date: *Remarks:*			Jessica Mae Cruz - Delos Reyes Atty. Divina Paz S. Cacapit-Sacramento 5/3/2019		Rosalie O. De Leon Atty. Amando M. Tetengco 5/4/2019		No submission No submission No submission	
Income Tax Return (CY 2018)-Amount Paid EFPS Filing Reference to ITR Form 1702 Date Submitted			n/a n/a n/a		n/a n/a n/a		n/a n/a n/a	
Schedule of Requirements			Comply		Comply		Comply	
Technical Specifications			Comply		Comply		Comply	
Remarks			**Following the GPPB Circular No. 06-2005 dated August 5, 2005, a tie breaking method was conducted last May 20, 2019, 10:00 AM at the BAC Conference Room through drawing of lots where JDR TRADING SERVICES drew the number one lot, and was accordingly declared the Lowest Calculated Bid.**					

Prepared by:

ELLEN MAE B. ESTIPONA
Administrative Assistant V

Reviewed by:

JOYCE D. LABAO
OIC- Chief Administrative Officer

Approved by:

THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

ANNEX "A"

PRICE QUOTATION FORM

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

Date: May 6, 2019

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

Sir/Madam:

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

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of BTMS Roll-out Marketing Collaterals	**Pens (Black)** • Retractable • Body Material: Plastic • Color: White • Design: With full-color print *(Design to be provided by the End-user; See Annex D.1)* • Ink Color: Black • Tip Material: Metal	800	Php 15.00	Php 12,000.00
	Notebook • Cover Material: C2S or foldcote • Double-wired • Cover: Customized front / back *(Design to be provided by the End-user; See Annex D.2)* • A5 Size with 80 leaves, with customized logo per bottom of page • 80 gsm	800	Php 70.00	Php 56,000.00

	Coffee Mugs • Color: White • Material: Ceramic • Capacity: Holds 11 ounces • With creative customized full color logo design *(Design to be provided by the End-user; See Annex D.3)* • Dishwasher and microwave safe • Lead Free	800	Php 65.00	Php 52,000.00
	Drawstring Bags • Type: Drawstring Bag • Color: Off white • Material: Standard Canvas • Product Size: 12" x 14" • Imprint Method: Silkscreen • Logo Imprint: Full Color *(Design to be provided by the End-user; See Annex D.4)* • Packaging: Individual Plastic Pouch	800	Php 75.00	Php 60,000.00
	Keychain • Color: White with customized logo design *(Design to be provided by the End-user; See Annex D.5)* • Total Length : 15.1 cm • Material: Rubber • PVC Ring: Iron	800	Php 30.00	Php 24,000.00
	TOTAL:		n/a	Php 204,000.00

(Amount in Words) TWO HUNDRED FOUR THOUSAND ONLY

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

Very truly yours,

Jessica May Cruz - Delos Reyes

Name/Signature of Representative

JDR Trading Services

Name of Company

+ 63995-4488625 / + 632-8375070

Contact No.

ANNEX "B"

TECHNICAL SPECIFICATIONS

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

Bidders must state here either "***Comply***" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item	Technical Specifications		Bidder's Statement of Compliance
Supply and Delivery of BTMS Roll-out Marketing Collaterals	**Pens (Black)** • Retractable • Body Material: Plastic • Color: White • Design: With full-color print *(Design to be provided by the End-user; See Annex D.1)* • Ink Color: Black • Tip Material: Metal	800	COMPLY
	Notebook • Cover Material: C2S or foldcote • Double-wired • Cover: Customized front / back *(Design to be provided by the End-user; See Annex D.2)* • A5 Size with 80 leaves, with customized logo per bottom of page • 80 gsm	800	COMPLY
	Coffee Mugs • Color: White • Material: Ceramic • Capacity: Holds 11 ounces • With creative customized full color logo design *(Design to be provided by the End-user; See Annex D.3)* • Dishwasher and microwave safe • Lead Free	800	COMPLY

H

	Drawstring Bags • Type: Drawstring Bag • Color: Off white • Material: Standard Canvas • Product Size: 12" x 14" • Imprint Method: Silkscreen • Logo Imprint: Full Color *(Design to be provided by the End-user; See Annex D.4)* • Packaging: Individual Plastic Pouch	800	COMPLY
	Keychain • Color: White with customized logo design *(Design to be provided by the End-user; See Annex D.5)* • Total Length : 15.1 cm • Material: Rubber • PVC Ring: Iron	800	COMPLY

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

JDR Trading Services	Jessica Mae Cruz - Delos Reyes	May 6, 2019
Name of Company/Bidder	Signature over Printed Name of Representative	Date

ANNEX "C"

SCHEDULE OF REQUIREMENTS

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

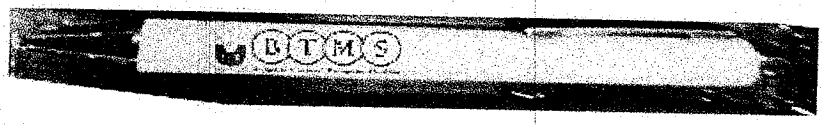
ITEM NO.	DESCRIPTION	QUANTITY	DELIVERY SCHEDULE
The contractor shall provide the following needed for the project:			
1.	**Pens (Black)**	800	Twenty Five (25) days upon receipt of Notice to Proceed
2.	**Notebook**	800	
3.	**Coffee Mugs**	800	
4.	**Drawstring Bags**	800	
5.	**Keychain**	800	

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

JDR Trading Services	Jessica Mae Cruz- Delos Reyes	May 6, 2019
Name of Company/Bidder	Signature over Printed Name of Representative	Date

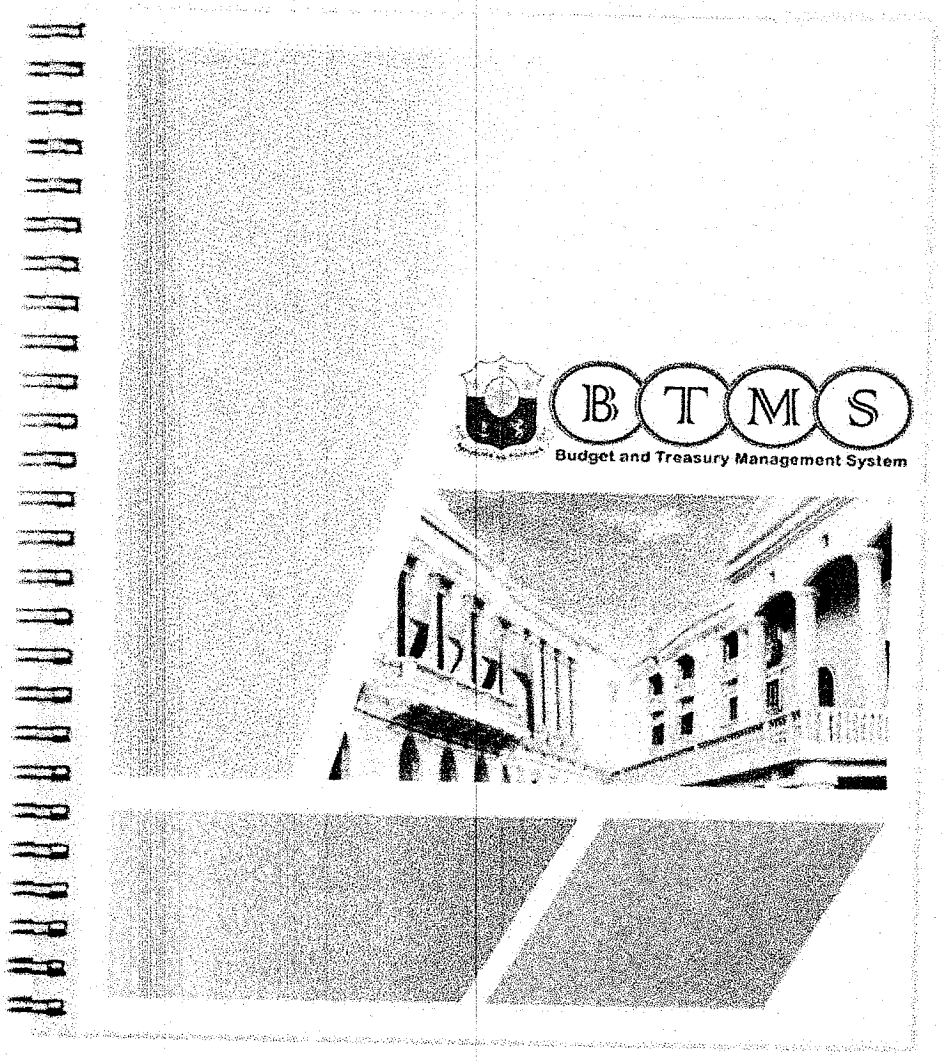
ANNEX "D"

D.1 Pens



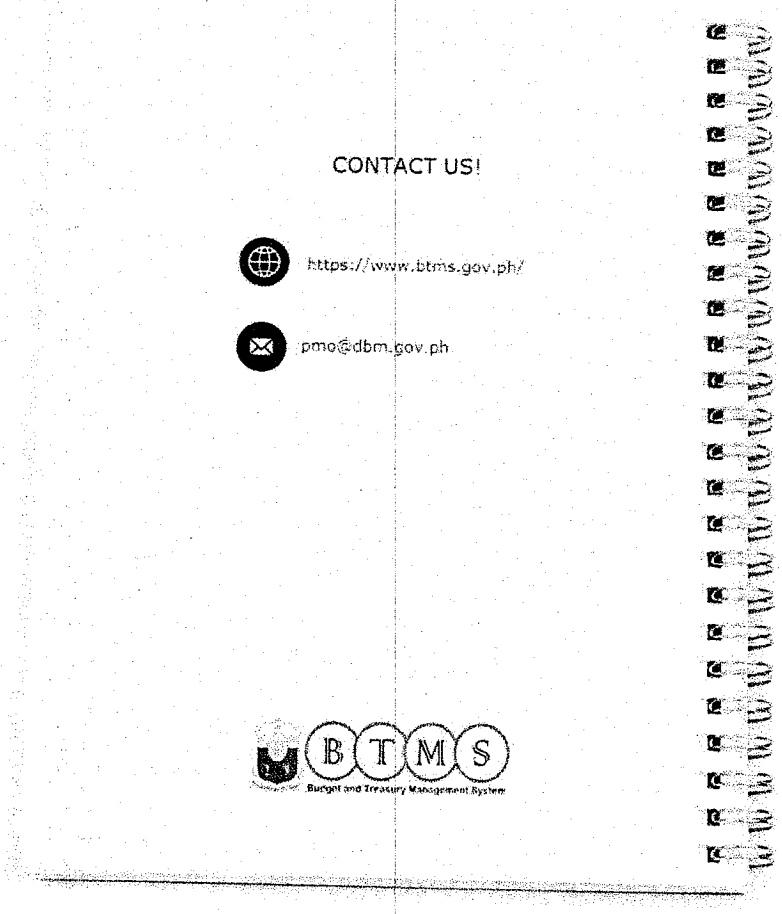
D.2 Notebook

Front cover

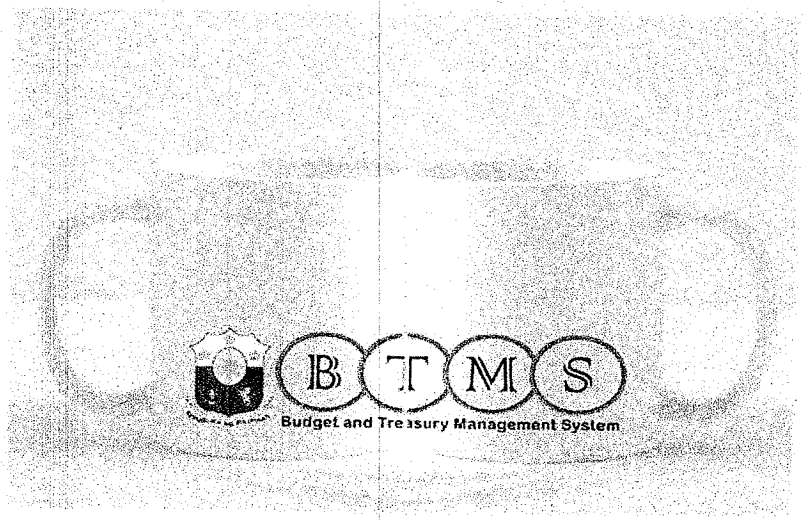


Back Cover

- *Design Website: (http://www.btms.gov.ph/) and Email: (pmo@dbm.gov.ph)*

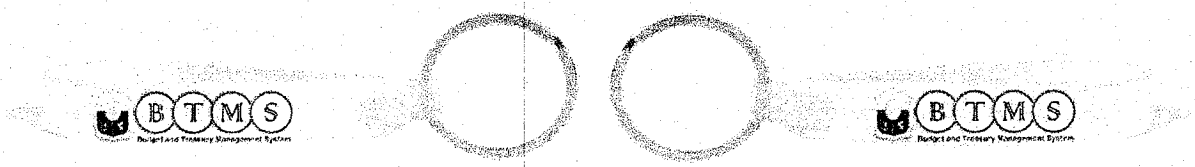


D.3 Coffee Mug



D.4 Drawstring Bag

D.5 Keychain (800pcs.).



QF/BPLO/B001/4

REPUBLIC OF THE PHILIPPINES

City Government of MUNTINLUPA

2018 Most Business Friendly LGU (Back to Back)

BUSINESS PERMITS AND LICENSING OFFICE

BUSINESS LICENSE AND MAYOR'S PERMIT

Pursuant to the provisions of City Ordinance No. 93-35 otherwise known as the Revenue Code of Muntinlupa, as amended, this Business License and Mayor's Permit is hereby granted to:

BUSINESS NAME JDR TRADING SERVICES

LINE OF BUSINESS TRADING / OFFICE ONLY

BUSINESS ADDRESS 312 TINDALO STREET DONA ROSARIO HEIGHTS POSADAS AVENUE SUCAT

Date of Issue April 03, 2019

Date of Expiration June 30, 2019

Date of Renewal (on or before) July 20, 2019

Taxpayer's Name: JESSICA MAE CRUZ DELOS REYES

Account No.:	D-39076
Permit No.:	2019-0006498
Amount Paid:	12,609.07 / 7,368.76
O.R. Number:	8581635 / 8713227
Date Paid:	1/21/2019 / 04/03/2019
Business Status:	RENEW
Payment: agfollosco	2nd QTR

MMAB5GCP

Verifiable at www.doxcheck.com

Powered By SPIDC

This permit can be revoked anytime if any of the conditions and provisions set forth by the Code and existing laws and regulations is violated and/or the safety, health and security of public is at stake.

For and by authority of the City Mayor:

JAIME R. FRESNEDI
City Mayor

ALLAN A. CACHUELA
OIC, Business Permits and Licensing Office

2019

NOTE: POST THIS PERMIT IN A CONSPICUOUS PLACE.

Failure to renew this Business License and Mayor's Permit within the prescribed period shall subject the taxpayer to a twenty-five percent (25%) surcharge and one percent (1%) penalty per month. Upon retirement please surrender this certificate to the BPLO.

www.muntinlupacity.gov.ph • www.facebook.com/bplo.muntinlupa • bplo.muntinlupa@yahoo.com • hotline 862-BPLO (2756) • Telefax 861-6527

TOP 3 RESILIENCY DTI COMPETITIVENESS BUREAU

SWIT MODIFIED BUSINESS ONE-STOP SHOP INTERNATIONAL BEST PRACTICE

BIG MUNTI

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Revenue Region No. 8, Makati City

TCC NO. 08-53B-01-23-141-2019

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

JESSICA MAE CRUZ DELOS REYES
(JDR TRADING SERVICES)

Name of Taxpayer

312 TINDALO ST. DONA ROSARIO HEIGHTS POSADAS AVE.
SUCAT, MUNTINLUPA CITY

Address

223-429-920-000

Taxpayer Identification Number

This is to certify that the above-mentioned taxpayer has no listed tax liabilities based on the Tax Delinquency Verification made by this Region as of January 22, 2019.

Issued this **23rd day of January 2019.**

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL **JANUARY 23, 2020** ONLY OR UNTIL REVOKED, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON **JANUARY 9, 2019** UNDER EFPS PAYMENT TRANSACTION NO. **196688942**. ANY FORGERY MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID WITHOUT BIR DRY SEAL

BENILDA M. NICOSIA
OIC-Asst. Chief, Collection Division

For BIR Use Only: BCS/ Item

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. **1701**
January 2018 (ENCS)
Page 1

Annual Income Tax Return
Individuals (including MIXED Income Earner), Estates and Trusts

Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes. [illegible] BIR and one held by the Tax Filer.

1701.04-18ENCS P1

PNB BTR-BIR PAYMENT SLIP

1st copy - Taxpayer's copy
2nd copy - Bank's copy
3rd copy - Attachment to Tax Return

BRANCH _____ DATE _____

PLEASE WRITE HEAVILY. YOU ARE MAKING THREE COPIES

ACCOUNT NO.	377285800036
ACCOUNT NAME	BTR - BIR
TAXPAYER'S NAME	
TIN	TAX TYPE
TAX PERIOD	TAX FORM

MODE OF PAYMENT

☐ CASH ☐ BANK DEBIT SYSTEM
☐ CHECK ☐ TAX DEBIT MEMO _____ (Debit Advice Number)

CASH BREAKDOWN

PESOS	NO. OF PCS.	AMOUNT
1000		
500		
200		
100		
50		
20		
10		
5		
COINS		
TOTAL CASH		

LIST ALL CHECKS INDIVIDUALLY AND ENDORSE EACH PROPERLY

DETAILS OF CHECK PAYMENT

BANK INITIALS/BRANCH	CHECK NO.	AMOUNT
TOTAL CHECKS		
TOTAL PAYMENT		

APPROVED BY

VALIDATION

INSTRUCTIONS

1. In case of payment partly thru TDM, a photocopy of Tax Credit Certificate (TCC) and TDM must be attached to the BIR Tax Return/Payment Form.
2. This Slip shall be used exclusively for payment of Internal Revenue Taxes.
3. This Slip is not valid without machine validation and initial of the receiving teller.
4. Taxpayer may confirm their Tax Payment with their Home RDO/LTDO where they are required to file tax returns and pay internal revenue taxes. Member: PDIC FORM 2030 (Rev. 07/2015)

35 Check

36 Tax Debit Memo

Yes No 3 Short Period Return? Yes No

FORMATION OF TAXPAYER/FILER

000 5 RDO Code

Estate Trust Compensation Earner

e. Middle Name, Last Name) TRUST FAO: (First Name, Middle Name, Last Name)

VE., SUCAT, MUNTINLUPA CITY

9A ZIP Code 1770

Tax Credits? 14 Foreign Tax Number, if applicable

Civil Status (if applicable)

Single Married Legally Separated Widow/er

18 Filing Status Joint Filing Separate Filing

20 Income subject to SPECIAL/PREFERENTIAL RATE? Yes No

[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

od of Deduction (choose one)

emized Deduction [4(A-1), NIRC] Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

116 of NIRC

e million pesos (₱3M)]

(Do NOT Enter Centavos. 49 Centavos or Less drop down; 50 or more round up)

A. Taxpayer/Filer	B. Spouse
328,442.00	0.00
324,683.00	0.00
3,759.00	0.00
0.00	0.00
3,759.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
3,759.00	0.00
	3,759.00

able)

To be carried over as a tax credit for next year/quarter

ith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of R. I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 and/or each authorization letter.

33 Number of Attachments

AILS OF PAYMENT

er	Date (MM/DD/YYYY)	Amount

RECEIVED
PNB-Muntinlupa East Service Road Br.
TELLER
12 APR 2019
BANK CODE: 033374
RDO CODE: 53B
TELLER'S INITIAL

For BIR Use Only: BCS Item

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. **1701**
January 2018 (ENCS)
Page 1

Annual Income Tax Return
Individuals (including MIXED Income Earner), Estates and Trusts

Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies (MUST be filed with the BIR and one held by the Tax Filer).

1 For the Year (YYYY): 2018 | 2 Amended Return? Yes No | 3 Short Period Return? Yes No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN): 223 429 920 000 | 5 RDO Code: 53B

6 Taxpayer Type: Single Proprietor | Professional | Estate | Trust | Compensation Earner

7 Alphanumeric Tax Code (ATC): 1011 Compensation Income | 1015 Business Income (Graduated 1% Rate) | 1016 Business Income (Graduated 1.5% Rate) | 1017 Business Income (Graduated 2% Rate) | 1018 Business Income (Graduated 3% Rate) | 1019 Business Income (Graduated 5% Rate) | 1020 Business Income (Graduated 8% Rate)

8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FAO: (First Name, Middle Name, Last Name)
DELOS REYES, JESSICA MAE, CRUZ

9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)
312 TINDALO ST., DONA ROSARIO HEIGHTS POSADAS AVE., SUCAT, MUNTINLUPA CITY

9A ZIP Code: 1770

10 Date of Birth (MM/DD/YYYY): 08/24/1984 | 11 Email Address: inofuente.leah@yahoo.com

12 Citizenship: FILIPINO | 13 Claiming Foreign Tax Credits? Yes No | 14 Foreign Tax Number, if applicable:

15 Contact Number (Landline/Cellphone No.): 09981729817 | 16 Civil Status (if applicable): Single Married Legally Separated Widow/er

17 If married, spouse has income? Yes No | 18 Filing Status: Joint Filing Separate Filing

19 Income EXEMPT from Income Tax? Yes No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

20 Income subject to SPECIAL/PREFERENTIAL RATE? Yes No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

21 Tax Rate* (choose one): Graduated Rates (Choose Method of Deduction in Item 21A) | 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

21A Method of Deduction (choose one): Itemized Deductions [Sec. 34(A-J), NIRC] | Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

PART II - TOTAL TAX PAYABLE

(Do NOT Enter Centavos. 49 Centavos or Less drop down; 50 or more round up)

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI Item 5)	328,442.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	324,683.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	3,759.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50 % or less of Item 22)	0.00	0.00
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	3,759.00	0.00
Add: Penalties 27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	3,759.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	3,759.00	

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)
To be refunded | To be issued a Tax Credit Certificate (TCC) | To be carried over as a tax credit for next year/quarter

I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)

Printed Name and Signature of Taxpayer/Authorized Representative

33 Number of Attachments: 00

PART III - DETAILS OF PAYMENT

Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				

RECEIVED
PNB-Muntinlupa East Service Road Br.
TELLER
12 APR 2019
BANK CODE: 033374
RDO CODE: 53B
TELLER'S INITIAL:

BIR Form No. **1701** January 2018 (ENCS) Page 4

Annual Income Tax Return
Individuals (including MIXED Income Earner), Estates and Trusts

1701 01/18ENCS P4

TIN: 223 223 223 000

Taxpayer/Filer's Last Name: DELOS REYES

(Continuation of Schedule 6)

6.A.2 - Spouse's Detailed Computation of Available NOLCO

	Net Operating Loss Year Incurred	A. Amount	B. NOLCO Appliead Previous Year/s	C. NOLCO Expired	D. NOLCO Appliead Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
09		0.00	0.00	0.00	0.00	0.00
10		0.00	0.00	0.00	0.00	0.00
11		0.00	0.00	0.00	0.00	0.00
12		0.00	0.00	0.00	0.00	0.00
13	Total NOLCO - Spouse *(Sum of Items 9D to 12D) (To Part V Schedule 3.A Item 15B)*				0.00	

PART VI - Summary of Income Tax Due

1	Regular Rate-Income Tax Due *(From Part V, Either Item 25 or Item 32)*	328,442.00	0.00
2	Special Rate-Income Tax Due *(From Part X Item 17B/17F)*	0.00	0.00
3	Less: Share of Other Government Agency, *if remitted directly to the Agency*	0.00	0.00
4	Net Special Rate-Income Tax Due/Share of National Govt. *(Item 2 Less Item 3)*	0.00	0.00
5	Total Income Tax Due *(To Part II Item 22)*	328,442.00	0.00

PART VII - Tac Credits/Payments *(attach proof)*

1	Prior Year's Excess Credits	0.00	0.00
2	Tax Payments for the First Three (3) Quarters	0.00	0.00
3	Creditable Tax Withheld for the First Three (3) Quarters	114,886.00	0.00
4	Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	209,797.00	0.00
5	Creditable Tax Withheld per BIR Form No. 2316 *(From Part V Schedule 1 Item 3Ad/3Bd)*	0.00	0.00
6	Tax Paid in Return Previously Filed, if this is an Amended Return	0.00	0.00
7	Foreign Tax Credits, *if applicable*	0.00	0.00
8	Special Tax Credits, *if applicable (To Part VIII Item 6)*	0.00	0.00
9	Other Tax Credits/Payments *(specify)*	0.00	0.00
10	Total Tax Credits/Payments *(Sum of Items 1 to 9) (To Part II Item 23)*	324,683.00	0.00

PART VIII - Tax Relief Availment

VIII.A - Special Rate

1	Regular Income Tax Otherwise Due *(Part X Item 16B and/or Item 16F X applicable regular income tax rate)*	0.00	0.00
2	Tax Relief on Special Allowable Itemized Deductions *(Part X Item7B and/or Item 7F X applicable regular income tax rate)*	0.00	0.00
3	Sub-Total - Tax Relief *(Sum of Items 1 and 2)*	0.00	0.00
4	Less: Income Tax Due *(From Part X Item 17B and/or Item 17F)*	0.00	0.00
5	Tax Relief Availment Before Special Tax Credit *(Item 3 Less Item 4)*	0.00	0.00
6	Add: Special Tax Credit, if any *(From Part VII Item 8)*	0.00	0.00
7	Total Tax Relief Availment-SPECIAL *(Sum of Items 5 and 6)*	0.00	0.00

VIII.B - Exempt

8	Regular Income Tax Otherwise Due *(Part X Item 16A and/or Item 16E X applicable regular income tax rate)*	0.00	0.00
9	Tax Relief on Special Allowable Itemized Deductions *(Part X Item7A and/or Item 7E X applicable regular income tax rate)*	0.00	0.00
10	Total Tax Relief Availment-EXEMPT *(Sum of Items 8 and 9)*	0.00	0.00

PART IX - Reconciliation of Net Income per Books Against Taxable Income *(Attach additional sheet/s, if necessary)*

	Particulars	A. Taxpayer/Filer	B. Spouse
1	Net Income/(Loss) per Books	1,135,756.00	0.00
	Add: Non-Deductible Expenses/Taxable Other Income		
2		0.00	0.00
3		0.00	0.00
4		0.00	0.00
5	Total *(Sum of Items 1 and 4)*	0.00	0.00
	Less: A) Non-Taxable Income and Income Subjected to Final Tax		
6		0.00	0.00

BIR Form No. **1701** January 2018 (ENCS) Page 2

Annual Income Tax Return
Individuals (including MIXED Income Earner), Estates and Trusts

1701 01/18ENCS P2

TIN	Taxpayer/Filer's Last Name
223 429 920 000	DELOS REYES

PART IV - Background Information of Spouse

1 Spouse's Taxpayer Identification Number (TIN)

2 RDO Code

3 Filer's Spouse Type: Single Proprietor / Professional / Compensation Earner

4 Alphanumeric Tax Code (ATC): (B01) Business Income-Graduated IT Rates; (B04) Income from Profession-Graduated IT Rates; (B05) Mixed Income-Graduated IT Rates; (B01) Compensation Income; (B06) Business Income-8% IT Rate; (B07) Income from Profession-8% IT Rate; (B08) Mixed Income-8% IT Rate

5 Spouse's Name *(Last Name, First Name, Middle Name)*

6 Contact Number

7 Citizenship

8 Claiming Foreign Tax Credits? Yes / No

9 Foreign tax number *(if applicable)*

10 Income EXEMPT from Income Tax? Yes / No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

11 Income subject to SPECIAL/PREFERENTIAL RATE? Yes / No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

12A Method of Deduction (choose one)

12 Tax Rate* (choose one)
- Graduated Rates (Choose Method of Deduction in Item 21A)
- Itemized Deduction [Sec. 34(A-J), NIRC]
- Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees (Sec. 34(L), NIRC)]
- 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC (available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))

PART V - Computation of Tax

Schedule 1 - Gross Compensation Income and tax Withheld *(Attach Additional Sheet/s, if necessary)*

On items 1 and 2, enter the required information for each of your employer/s and mark (X) wether the information is for the Taxpayer or the Spouse. On item 3A, enter the Total Gross Compensation and Total tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)

		a. Name of Employer	b. Employer's TIN	c. Compensation Income	d. Tax Withheld
1	Taxpayer			0.00	0.00
	Spouse				
2	Taxpayer			0.00	0.00
	Spouse				
3A	Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V *Schedule 2 Item 4A and Part VII Item 5A*)			0.00	0.00
3B	Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V *Schedule 2 Item 4B and Part VII Item 5B*)			0.00	0.00

(Continuation of Table Above)

Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)

Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income *(From Part V Schedule 1 Item 3Ac/3Bc)*	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income *(Item 4 Less Item 5)*	0.00	0.00
7 Tax Due-Compensation Income *(Item 6 x Applicable Income Tax Rate)*	0.00	0.00

Schedule 3 - Taxable Business Income *(If graduated rates, fill in Items 8 to 24; if 8% flat income tax rate, fill in items 25 to 30)*

3.A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/Fees	3,138,058.00	0.00
9 Less: Sales Returns, Allowances and Discounts	0.00	0.00
10 Net Sales/Revenues/Receipts/Fees *(Item 8 Less Item 9)*	3,138,058.00	0.00
11 Less: Cost of Sales/Services *(applicable only if availing Itemized Deductions)*	1,899,736.00	0.00
12 Gross Income/(Loss) from Operation *(Item 10 less Item 11)*	1,238,322.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions *(From Part V Schedule 4 Item 18)*	102,566.00	0.00
14 Special Allowable Itemized Deductions *(From Part V Schedule 5 Item 3 and/or Item 6)*	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) *(From Part V Schedule 6 Item 8 and/or Item 12)*	0.00	0.00
16 Total Allowable Itemized Deductions *(Sum of Items 13 to 15)*	102,566.00	0.00
OR		
17 Optional Standard Deduction (OSD) *(40% of Item 10)*	0.00	0.00

BIR Form No. **1701** January 2018 (ENCS) Page 3

Annual Income Tax Return
Individuals (including MIXED Income Earner), Estates and Trusts

1701 01/18ENCS P3

TIN	Taxpayer/Filer's Last Name
223 223 223 000	DELOS REYES

3.B - For 8% Flat Income Tax Rate (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)

Particulars	A. Taxpayer/Filer	B. Spouse
26 Sales/Revenues/Receipts/Fees *(net of sales returns, allowances and discounts)*	0.00	0.00
Add: Other Non-Operating Income *(specify below)*		
27	0.00	0.00
28 Total Income *(Sum of Items 26 and 27)*	0.00	0.00
29 Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)	0.00	0.00
30 Taxable Income/(Loss) *(Item 28 Less Item 29)*	0.00	0.00
31 Tax Due-Business Income *(Item 30 x 8% Flat Income Tax Rate)*	0.00	0.00
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VI Item 1)	0.00	0.00

Schedule 4 - Ordinary Allowable Itemized Deductions *(attach additional sheet/s, if necessary)*

1 Amortizations	0.00	0.00
2 Bad Debts	0.00	0.00
3 Charitable and Other Contributions	0.00	0.00
4 Depletion	0.00	0.00
5 Depreciation	15,074.00	0.00
6 Entertainment, Amusement and Recreation	0.00	0.00
7 Fringe Benefits	0.00	0.00
8 Interest	0.00	0.00
9 Losses	0.00	0.00
10 Pension Trusts	0.00	0.00
11 Rental	0.00	0.00
12 Research and Development	3,912.00	0.00
13 Salaries, Wages and Allowances	0.00	0.00
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0.00	0.00
15 Taxes and Licenses	7,264.00	0.00
16 Transportation and Travel	11,327.00	0.00
17 Others (Deductions Subject to Withholding Tax and Other Expenses) *[specify below; Add additional sheet(s), if necesary]*		
a Janitorial and Messengerial Services	0.00	0.00
b Professional Fees	0.00	0.00
c Security Services	0.00	0.00
d	0.00	0.00
18 Total Ordinary Allowable Itemized Deductions *(Sum of Items 1 to 17d) (To part V Schedule 3.A Item 13)*	102,566.00	0.00

Schedule 5 - Special Allowable Itemized Deductions *(attach additional sheet/s, if necessary)*

5.A - Taxpayer/Filer Description	Legal Basis	Amount
1	0.00	0.00
2	0.00	0.00
3 Total Special Allowable Itemized Deductions-**Taxpayer/Filer** *(Sum of Items 1 and 2) (To part V Schedule 3.A Item 14A)*		0.00
5.B - Spouse		
4	0.00	0.00
5	0.00	0.00
6 Total Special Allowable Itemized Deductions-**Spouse** *(Sum of Items 4 and 5) (To part V Schedule 3.A Item 14B)*		0.00

Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)

6.A - Computation of NOLCO

Description	A. Taxpayer/Filer	B. Spouse
1 Gross Income	0.00	0.00
2 Less: Ordinary Allowable Itemized Deductions	0.00	0.00
3 Net Operating Loss *(Item 1 Less Item 2) (To Schedule 6.A.1 Item 7A and/or Schedule 6.A.2 Item 12A)*	0.00	0.00

6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO

18	Net Income(Loss) *(If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)*	1,135,756.00	0.00
	Add: Other Non-Operating Income *(specify below)*		
19		0.00	0.00
20		0.00	0.00
21	Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00
22	Total Other Non-Operating Income *(Sum of Items 19 to 21)*	0.00	0.00
23	Taxable Income-Business *(Sum of Items 18 and 22)*	1,135,756.00	0.00
24	Total Taxable Income - Compensation & Business *(Sum of Items 6 and 23)*	1,135,756.00	0.00
25	**Total Tax Due-Compensation and Business Income** *(under graduated rates)(Item 24 x applicable Income Tax Rate) (To Part VI Item 1)*	328,442.00	0.00

Esgana, Miranda-Esgana & Associates
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

JESSICA MAE CRUZ DELOS REYES
TIN: 223-429-920-000
312 Tindalo St., Doña Rosario Heights
Posadas Ave., Sucat Muntinlupa City

We have audited the accompanying financial statements of **JESSICA MAE CRUZ DELOS REYES** which comprises the comparative balance sheet as of December 31, 2018 and 2017 and the comparative income statement and changes in equity for the period then ended.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Philippine Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Philippine Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **JESSICA MAE CRUZ DELOS REYES** as of December 31, 2018 and 2017 and of its financial performance for the period then ended in accordance with Philippine Financial Reporting Standards.

SUSAN MIRANDA-ESGANA
Partner; CPA Cert. No. 57272
PTR No. 1717699 issued on 01/08/2019, Paranaque City
TIN: 132-140-697-000
BIR A.N. 08-005908-001-2017 issued on 03/08/2017; effective until 03/07/2020
BOA/ PRC Reg. No. 1689 effective until December 31, 2019

Paranaque City
March 31, 2019

RECEIVED
PNB-Muntinlupa East Service Road Br.
12 APR 2019
BANK CODE:
RDO CODE:
TELLER'S INITIAL:

STATEMENT OF MANAGEMENT RESPONSIBILTY FOR ANNUAL INCOME TAX RETURN

The Management of **JDR Trading Services** is responsible for all information and representations contained in the Annual Income Tax Return for the year ended December 31, 2018. Management is likewise responsible for all information and representations contained in the financial statements accompanying the Annual Income Tax Return covering the same reporting period. Furthermore, the Management is responsible for all information and representations contained in all other tax returns filed for the reporting period, including but not limited, to the value added tax and/or percentage tax returns, documentary stamp tax returns, and any and all other tax returns.

In this regard, the Management affirms that the attached audited financial statements for the year ended December 31, 2018 and the accompanying Annual Income Tax Return are in accordance with the books and records of **JDR Trading Services**, complete and correct in all material respects. Management likewise affirms that:

a) The Annual Income Tax Return has been prepared in accordance with the provisions of the National Internal Revenue Code, as amended and pertinent tax regulations and other issuances of the Department of Finance and the Bureau of Internal Revenue;

b) Any disparity of figures in the submitted reports arising from the preparation of financial statements pursuant to financial accounting standards and the preparation of Income Tax Return pursuant to tax accounting rules has been reported as reconciling items and maintained in the company's books and records in accordance with the requirements of Revenue Regulations No. 8-2007 and other relevant issuances;

c) The **JDR Trading Services** has filed all applicable tax returns, reports and statements required to be filed under Philippine Tax Laws for the reporting period, and all taxes and other impositions shown thereon to be due and payable have been paid for the reporting period, except those contested in good faith.

Signed under oath by:

Jessica Mae C. Delos Reyes / Proprietress

JESSICA MAE C. DELOS REYES
(JDR Trading Services)
Statement of Financial Position
As of December 31, 2018
(With Comparative Figures for 2017)
(Amount in Philippine Peso)

	Notes		*2018*		*2017*
ASSETS					
Current Assets	*5,6*	P	293,192.07	P	340,771.00
Property & Equipment	*7*	P	115,378.00	P	130,452.00
TOTAL ASSETS		P	408,570.07	P	471,223.00
LIABILITIES AND OWNER'S CAPITAL					
Current Liabilities	*8*	P	8,063.00	P	6,472.00
Owner's Capital	*9*	P	400,507.07	P	464,751.00
TOTAL LIABILITIES & OWNER'S CAPITAL		P	408,570.07	P	471,223.00

See Notes to the financial statement

RECEIVED
PNB-Muntinlupa East Service Road Br.
TELLER
12 APR 2019
BANK CODE: 033374
RDO CODE: 53B
TELLER'S INITIAL:

JESSICA MAE C. DELOS REYES
(JDR Trading Services)
Statement of Comprehensive Income
For the Year Ended December 31, 2018
(With Comparative Figures for 2017)
(Amount in Philippine Peso)

	Notes		*2018*		*2017*
Sales		P	3,138,058.07	P	2,728,670.00
Less: Cost of Sales	*10*		*1,899,736.00*		*2,088,297.00*
Gross Income			1,238,322.07		640,373.00
Less: Operating Expenses	*11*		*102,566.00*		*125,622.00*
Net income		P	1,135,756.07	P	514,751.00

See notes to the financial statements

01. Business Information

JDR TRADING SERVICES (A Sole Proprietorship Business of Jessica Mae C. Delos Reyes) registered with the Department of Trade and Industry whose primary purpose is to engage in trading of general merchandise. The registered office address of the company is at 312 Tindalo St., Doña Rosario Heights, Posadas Ave., Sucat, Muntinlupa City.

The accompanying financial statements of the company were approved and authorized for issuance by the owners of the business.

02. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in preparing the financial statements of the company are as follows:

Basis of Preparation

The accompanying financial statements are prepared in conformity with accounting principles generally accepted in the Philippines. These have been prepared under the historical cost convention.

Adoption of Philippine Accounting Standards (PAS) and Philippines Financial Reporting Standards (PFRS).

The Accounting Standards Council (ASC) approved the issuance of new and revised accounting standards effective in January 1, 2005. Philippine Accounting Standards (PAS) correspond to adopt International Accounting Standards (IAS) while Philippine Financial Reporting Standards (PFRC) corresponds to adapted International Financial Reporting Standards (IFRS).

The company adopted the following revised standards:

PAS 1 *Presentation of Financial Statements*, which provide a framework within which an entity assesses how to present fairly the effects of transaction and other events; provides the criteria for classifying liabilities as current or non-current solely on the conditions existing at the balance sheet date; prohibit the presentation of items of income and expense as "extraordinary items" and specifies disclosures about the judgment management made in the process of applying the entity's accounting policies and key sources of estimation uncertainty at the balance sheet date.

PAS 2 *Inventories*, clarify the scope of exemption, deletion of LIFO as an allowed alternative treatment, new disclosures of the amount of any write-down of inventories recognized as expense and new disclosure of the carrying amount of inventories carried at fair value less cost to sell.

PAS 8 *Accounting Policies*, Changes in Accounting Estimates and Errors, it eliminates the current period treatments of changes in accounting policies and correction of errors, it includes the mandatory disclosure of the nature of an impending change in accounting policy yet to be implemented and eliminates the distinction between the fundamental errors and other material errors.

PAS 10 *Events after balance Sheet Date*, to clarify of the accounting for dividends declared after the balance sheet date.

PAS 16 *Property, Plant & Equipment*, Amendment of recognition criterion, elaboration on components of cost of Property, Plant & Equipment acquired in exchange transaction is fair value. The useful lives and depreciation method should be reviewed at each financial year. Depreciation not to cease on temporarily idle or retired and held for disposal assets and gain on disposal not to be classified as revenue. Comparative information will be required when presenting reconciliation of assets.

		2018		2017
5 Cash & cash Equivalent				
Cash & Cash Equivalents	P	273,017.07	P	312,755.00
Total	**P**	**273,017.07**	**P**	**312,755.00**
6 Current Assets				
Merchandise Inventory		20,175.00		28,016.00
Total	**P**	**20,175.00**	**P**	**28,016.00**

7		Property & Equipment		Total
12/31/2018				
Cost	**P**	**160,600.00**	**P**	**160,600.00**
Accu dep'n		**45,222.00**		**45,222.00**
Net Book Value 12/31/2018	**P**	**115,378.00**	**P**	**115,378.00**

8 Trade and other payables				
Accounts Payables	P	8,063.00	P	6,472.00
Total Trade and other payables	**P**	**8,063.00**	**P**	**6,472.00**
9 Owners Capital				
J. Delos Reyes, Capital	P	464,751.00	P	150,000.00
Add: Net Income		1,135,756.07		514,751.00
Total Capital	**P**	**1,600,507.07**	**P**	**664,751.00**
Less: Drawings		1,200,000.00		200,000.00
Total Owners Capital	**P**	**400,507.07**	**P**	**464,751.00**
10 Cost of Sales				
Mdse. Inventory, Beginning	P	28,016.00	P	15,072.00
Add: Purchases		1,891,895.00		2,101,241.00
Total Goods Available for Sale	**P**	**1,919,911.00**	**P**	**2,116,313.00**
Less: Mdse. Inventory, Ending		20,175.00		28,016.00
Total Cost of Sales	**P**	**1,899,736.00**	**P**	**2,088,297.00**
11 Operating Expenses				
Communication, Light & Water	P	60,854.00	P	57,162.00
Depreciation Expense		15,074.00		15,074.00
Miscellaneous Expense		2,500.00		5,231.00
Office Supplies		1,635.00		23,250.00
Representation & Entertainment		3,912.00		8,649.00
Taxes & Licenses		7,264.00		6,134.00
Transportation & Travel Expense		11,327.00		10,122.00
Total Operating Expenses	**P**	**102,566.00**	**P**	**125,622.00**

JESSICA MAE C. DELOS REYES

TIN No.: 223-429-920-000

Summary of Creditable Tax Withheld at Source (2307)

For the year 2018

1.) Philippine Drug Enforcement Agency **TIN: 223-292-919-000**

1/1/2018	1/31/18		296,053.57	17,763.21
1/7/2018	7/31/18		239,035.71	14,342.14
Total		**P**	**535,089.28**	**32,105.36**

2.) Philippine Science High School - Central Luzon **TIN: 276-931-058-000**

1/2/2018	2/28/18		6,071.43	364.29
Total		**P**	**6,071.43**	**364.29**

3.) Department of Tourism **TIN: 000-791-665-000**

1/3/2018	3/31/18		131,437.32	7,886.24
1/11/2018	11/30/18		9,107.14	546.43
1/11/2018	11/30/18		20,089.28	1,205.36
1/12/2018	12/31/18		84,821.42	5,089.29
Total		**P**	**245,455.16**	**14,727.31**

4.) Department of Science & Technology **TIN: 000-553-203-000**

1/4/2018	6/30/18		18,750.00	1,125.00
Total		**P**	**18,750.00**	**1,125.00**

5.) Philippine Council for Helth Research & Development **TIN: 000-803-568-000**

1/7/2018	9/30/18		15,178.57	910.71
1/7/2018	9/30/18		167,298.66	10,037.92
1/7/2018	9/30/18		35,357.14	2,121.43
1/7/2018	9/30/18		787,053.57	47,223.21
1/7/2018	9/30/18		75,892.86	4,553.57
1/10/2018	12/31/18		25,000.00	175,000.00
1/10/2018	12/31/18		11,160.71	781.25
1/10/2018	12/31/18		153,571.43	9,214.29
1/10/2018	12/31/18		166,964.29	10,017.86
Total		**P**	**1,437,477.23**	**259,860.24**

6.) Department of Social Welfare & Development **TIN: 000-535-651-000**

1/7/2018	7/31/18		51,250.00	3,075.00
1/8/2018	8/31/18		28,750.00	1,725.00
Total		**P**	**80,000.00**	**4,800.00**

7.) Credit Information Corporation				**TIN: 415-860-252-000**
1/7/2018	7/31/18		10,714.29	642.86
1/8/2018	8/31/18		5,357.14	321.43
Total		**P**	**16,071.43**	**964.29**
8.) Social Housing Finance Corporation				**TIN: 241-628-229-000**
1/8/2018	8/31/18		35,892.86	2,512.50
Total		**P**	**35,892.86**	**2,512.50**
9.) Small Business Guarantee & Finance Corp.				**TIN: 001-115-399-000**
1/9/2018	9/30/18		4,017.86	281.25
1/10/2018	10/31/18		11,607.14	696.43
Total		**P**	**15,625.00**	**977.68**
10.) Philippine Normal University				**TIN: 001-002-946-000**
1/12/2018	12/31/18		5,464.29	327.86
1/10/2018	10/31/18		11,607.14	696.43
Total		**P**	**17,071.43**	**1,024.29**
11.) PAG-IBIG Fund Makati II Branch				**TIN: 000-530-703-020**
7/12/2018	7/12/2018		56,357.14	3,945.00
Total		**P**	**56,357.14**	**3,945.00**
12.) PCIEERD-Department of Science & Technology				**TIN: 403-699-592-000**
1/12/2018	12/31/18		37,946.43	2,276.79
Total		**P**	**37,946.43**	**2,276.79**
GRAND TOTAL		**P**	**2,501,807.39**	**324,682.73**

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PARANAQUE) S.S

AFFIDAVIT

I, *Jessica Mae Cruz – Delos Reyes*, of legal age, *married, Filipino*, and residing at *312 Tindalo St. Dona Rosario Heights, Sucat, Muntinlupa City*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of *JDR Trading Services* with office address at *312 Tindalo St. Dona Rosario Heights, Sucat, Muntinlupa City;*

2. As the owner and sole proprietor of *JDR Trading Services*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *Supply and Delivery of BTMS Roll-out Marketing Collaterals;*

3. *JDR Trading Services* is not blacklisted or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *JDR Trading Services* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all of the documents submitted;

6. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *JDR Trading Services* complies with existing labor laws and standards;

8. *JDR Trading Services* is aware of and has undertaken the following responsibilities as a Bidder:

a. Carefully examine all of the Bidding Documents;

b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c. Made and estimate of the facilities available and needed for the contract to be bid, if any; and

d. Inquire or secure Supplemental/Bid Bulletin(s) issued for *Supply and Delivery of BTMS Roll-out Marketing Collaterals;*

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

IN WITNESS WHEREOF, I have hereunto set my hand this 3rd day of May, 2019 at Parañaque City, MM, Philippines.

Jessica Mae Cruz – Delos Reyes

SUBSCRIBED AND SWORN to me before this 3rd day of May 2019 at Parañaque City, MM. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her *driver's license,* with his/her photograph and signature appearing thereon, with no. *N01-03-002246.*

Witness my hand and seal this 3rd day of May 2019.

DIVINA PAZ S. CACAPIT-SACRAMENTO
Notary Public until 31 December 2019
Notarial Commission No. 190-2018
Attorney's Roll No. 44908
IBP Lifetime No. 03651 / PPLM
PTR No. 1725217 / Parañaque / 9Jan2019
MCLE No. VI-0008136 / 23Apr2018

Doc. No.: 022
Book No.: XLIII
Page No.: 5
Series of 2019

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philgeps.gov.ph

PhilGEPS
Philippine Government Electronic Procurement System

BID

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Organization Profile | Document Library | Ongoing/Completed Project | Consultant | Activity | Product/Service Listing

Tuesday, April 30, 2019 08:36 AM Jessica Mae Delos Reyes Log-out

View Organization Information

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Update

JDR TRADING SERVICES
312 TINDALO STREET DONA ROSARIO HEIGHTS, POSADAS AVE., SUCAT
Muntinlupa City
Metro Manila
NCR
Philippines

Organization Member Type:	Supplier
Organization Number:	164331
Registration Date:	23-May-2016
Registration Type:	Red
Form of Organization:	Single Proprietorship
Organization Type:	Trading
Business Category:	Furniture, Garments, Quartermaster Items, Textiles, Printing Services, Corporate Giveaways, General Merchandise, Grocery Items, Educational Materials and Supplies, Signage and Accessories, Events Management, Advertising Agency Services, Bedclothes, Linens and Towels
Business Tax Identification Number:	223-429-920-001
DTI Certificate Number:	04071801
DTI Registration Date:	19-May-2016
Capitalization:	Php 200,000.00

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REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Supply and Delivery of BTMS Roll-out Marketing Collaterals" **for FY 2019**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184 and DBM Circular Letter no. 2018-8.

Name of Project	:	"Supply and Delivery of BTMS Roll-out Marketing Collaterals"
Approved Budget for the Contract (ABC)	:	**Two Hundred Eight Thousand and Eight Hundred Pesos only** (Php 208,800.00)
Specifications	:	See the attached Annex "A" for specifications
Location	:	G/F DBM Building III, Gen. Solano St., San Miguel, Manila
Delivery Term	:	**Twenty Five (25) days upon receipt of Notice to Proceed**

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return (for ABCs above Php500k), PhilGEPS Registration Number, Omnibus Sworn Statement and Authority of Signatory, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

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

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **May 6, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class "A" Documents

(1) Legal Documents

- PhilGEPS Registration Number

- Mayor's/ Business Permit

Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

- Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) Technical Documents

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.

ANNEX "A"

PRICE QUOTATION FORM

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

Date: May 2, 2019

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

Sir/Madam:

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

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of BTMS Roll-out Marketing Collaterals	**Pens (Black)** • Retractable • Body Material: Plastic • Color: White • Design: With full-color print *(Design to be provided by the End-user; See Annex D.1)* • Ink Color: Black • Tip Material: Metal	800	**P15**	**P12,000**
	Notebook • Cover Material: C2S or foldcote • Double-wired • Cover: Customized front / back *(Design to be provided by the End-user; See Annex D.2)* • A5 Size with 80 leaves, with customized logo per bottom of page • 80 gsm	800	**P80**	**64,000**

	Coffee Mugs • Color: White • Material: Ceramic • Capacity: Holds 11 ounces • With creative customized full color logo design *(Design to be provided by the End-user; See Annex D.3)* • Dishwasher and microwave safe • Lead Free	800	**P45**	**P36,000**
	Drawstring Bags • Type: Drawstring Bag • Color: Off white • Material: Standard Canvas • Product Size: 12" x 14" • Imprint Method: Silkscreen • Logo Imprint: Full Color *(Design to be provided by the End-user; See Annex D.4)* • Packaging: Individual Plastic Pouch	800	**P70**	**P56,000**
	Keychain • Color: White with customized logo design *(Design to be provided by the End-user; See Annex D.5)* • Total Length : 15.1 cm • Material: Rubber • PVC Ring: Iron	800	**P45**	**P36,000**
	TOTAL:		n/a	**P204,000**

(Amount in Words) **TWO HUNDRED FOUR THOUSAND PESOS**

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

Very truly yours,

ROSALIE O. DE LEON

Name/Signature of Representative

HOOKED ON LINE COMPUTER CENTER

Name of Company

348-3647 / 0922-8139996 / 0918-9854480

Contact No.

ANNEX "B"

TECHNICAL SPECIFICATIONS

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

Bidders must state here either "***Comply***" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item	Technical Specifications		Bidder's Statement of Compliance
Supply and Delivery of BTMS Roll-out Marketing Collaterals	**Pens (Black)** • Retractable • Body Material: Plastic • Color: White • Design: With full-color print *(Design to be provided by the End-user, See Annex D.1)* • Ink Color: Black • Tip Material: Metal	800	COMPLY
	Notebook • Cover Material: C2S or foldcote • Double-wired • Cover: Customized front / back *(Design to be provided by the End-user; See Annex D.2)* • A5 Size with 80 leaves, with customized logo per bottom of page • 80 gsm	800	COMPLY
	Coffee Mugs • Color: White • Material: Ceramic • Capacity: Holds 11 ounces • With creative customized full color logo design *(Design to be provided by the End-user; See Annex D.3)* • Dishwasher and microwave safe • Lead Free	800	COMPLY

H

	Drawstring Bags • Type: Drawstring Bag • Color: Off white • Material: Standard Canvas • Product Size: 12" x 14" • Imprint Method: Silkscreen • Logo Imprint: Full Color *(Design to be provided by the End-user; See Annex D.4)* • Packaging: Individual Plastic Pouch	800	**COMPLY**
	Keychain • Color: White with customized logo design *(Design to be provided by the End-user; See Annex D.5)* • Total Length : 15.1 cm • Material: Rubber • PVC Ring: Iron	800	**COMPLY**

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

IOOKED ON LINE COMPUTER CENTER	ROSALIE DE LEON	MAY 2, 2019
Name of Company/Bidder	Signature over Printed Name of Representative	Date

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ANNEX "C"

SCHEDULE OF REQUIREMENTS

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

ITEM NO.	DESCRIPTION	QUANTITY	DELIVERY SCHEDULE
The contractor shall provide the following needed for the project:			
1.	**Pens (Black)**	800	Twenty Five (25) days upon receipt of Notice to Proceed
2.	**Notebook**	800	
3.	**Coffee Mugs**	800	
4.	**Drawstring Bags**	800	
5.	**Keychain**	800	

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

HOOKED ON LINE COMPUTER CENTER	ROSALIE DE LEON	MAY 2, 2019
Name of Company/Bidder	Signature over Printed Name of Representative	Date

REPUBLIC OF THE PHILIPPINES
CITY OF MANILA
OFFICE OF THE MAYOR
BUREAU OF PERMITS

B.I.N.: 117-00-2016-0403496
Date: 02/14/2019
Permit No.: 2019038758

BUSINESS PERMIT-RENEWAL

This certifies that

NAME: DE LEON, ROSALIE OSTIA
BUSINESS NAME: HOOKED ON LINE COMPUTER CENTER
ADDRESS: STALL NO 4I-09 168 SHOPPING MALL SOLER STREET, BINONDO, 028, BGY 293, Manila
TELEPHONE NOS. _____ NO. OF EMPLOYEES 4 NATIONALITY FILIPINO

has been granted PERMIT to operate the following business/es pursuant to the REVENUE CODE of the City of Manila and after payments of taxes, fees and other regulatory charges and subject to the compliance of such other pertinent laws, ordinances and related administrative regulations.

KIND OF BUSINESS	PERMIT FEES	REMARKS
R 0743 PRINTERS/PRINTING SVCS	1,200.00	Subject to presentation of SSS Clearance and BIR Certificate of Registration w/in 30 days from the date hereof otherwise this permit shall be considered null and void. Must Install CCTV as per Ord. No. 8173 w/in 60 days.
Signboard	100.00	
	Total: 1,300.00	

FAILURE TO COMPLY WITH THE TERMS & CONDITIONS WRITTEN AT THE BACK HEREOF SHALL CAUSE THE IMMEDIATE REVOCATION OF THIS PERMIT.

SUBJECT TO INSPECTION

MANILA IS A BUSINESS FRIENDLY CITY

Processed by: Christine Avila
O.R. No. U036031043
Date: 02/04/2019
Amount Paid: 23,565.00

BY AUTHORITY OF THE MAYOR

ATTY. EDWARD S. SERAPIO
SECRETARY TO THE MAYOR

Any erasure and/or alteration will invalidate this permit.

SN: BP- 0174667

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF MANILA) S.S.

AFFIDAVIT

I, **ROSALIE DE LEON**, of legal age, **MARRIED**, **FILIPINO**, and residing at **291 BALAGTAS STREET, TONDO, MANILA**, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of **HOOKED ON LINE COMPUTER CENTER** with office address at **4TH FLOOR, STALL# 4I-09, 168 SHOPPING MALL, SOLER STREET, BINONDO, MANILA**;

2. As the owner and sole proprietor of **HOOKED ON LINE COMPUTER CENTER**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **SUPPLY AND DELIVERY OF BTMS ROLL-OUT MARKETING COLLATERALS** of the **DEPARTMENT OF BUDGET AND MANAGEMENT**;

3. **HOOKED ON LINE COMPUTER CENTER** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. **HOOKED ON LINE COMPUTER CENTER** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. **HOOKED ON LINE COMPUTER CENTER** complies with existing labor laws and standards; and

8. **HOOKED ON LINE COMPUTER CENTER** is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for **SUPPLY AND DELIVERY OF BTMS ROLL-OUT MARKETING COLLATERALS** of the **DEPARTMENT OF BUDGET AND MANAGEMENT.**

9. **HOOKED ON LINE COMPUTER CENTER** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this MAY 04 2019 day of _____, 20__ at MANILA, Philippines.

ROSALIE O. DE LEON
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this MAY 04 2019 day of _____, 20__ at MANILA, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her **SSS ID**, with his/her photograph and signature appearing thereon, with no. **33-2189103-4**.

Witness my hand and seal this this MAY 04 2019 day of _____, 20__

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued], [place issued]*
IBP No. _____ *[date issued], [place issued]*

AMANDO M. TETANGCO
NOTARY PUBLIC
UNTIL DECEMBER 31, 2019
1048 ILAYA ST., TONDO, MANILA
PTR. No. 8010002 01-03-19
I.B.P. No. 1070021 01-07-19
MCLE V-0007343-4-14-19
ATTY'S ROLL - 19459
007-784-2634 / 240-80-70

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Book No. 259
Series of 2019

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Philippine Government Electronic Procurement System

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Monday, March 11, 2019 04:34 PM Rosalie De Leon » Log-out

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Sub-Organization List | Organization Contact List | View Certificate | View History | Bank Account

Update

HOOKED ON LINE COMPUTER CENTER
168 Shopping Mall, 4th Floor, Stall= 4i-09, Soler Street, Binondo
Manila
Metro Manila
NCR
Philippines
1006
www.fb.com/hookedonline

Organization Member Type:	Supplier
Organization Number:	242744
Registration Date:	10-Aug-2018
Registration Type:	Red
Form of Organization:	Single Proprietorship
Organization Type:	General Merchandise, Trading, Services, Non-Government Organizations
Business Category:	Corporate Giveaways, General Merchandise
Business Tax Identification Number:	185-406-580-002
DTI Certificate Number:	03212461
DTI Registration Date:	08-May-2014
Capitalization:	Php 3,000,000.00
Number of Employees:	7
Brief Description of Organization:	Hooked On Line provides quality digital printing and corporate give-away for your needs at a very affordable rates.
Agency Registration:	No
Blacklisted:	No
Updated By:	Rosalie De Leon
Date Last Updated:	28-Feb-2019

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REPUBLIKANG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG KITA INTERNAS
REVENUE REGION NO. 030
REVENUE DISTRICT NO.

BIR Form No. 2303
Revised July 1997

1RC0001165170
OCN

CERTIFICATE OF REGISTRATION

TIN	NAME	REGISTRATION DATE
185-406-580-002	DE LEON, ROSALIE OSTIA	04/26/2016

REGISTERED ADDRESS 4I-09 168 SHOPPING MALL SOLER STREET
BRGY. 293 ZONE 028 BINONDO
MANILA 1006

REGISTERED ACTIVITY(IES)
TAX TYPE

REGISTRATION FEE

TRADE NAME	LINE OF BUSINESS / INDUSTRY
HOOKED ON LINE COMPUTER CENTER	2222 SERVICE ACTIVITIES RELATED TO PRINTING

Note: Change in Registered Address (fr. RDO 29 to RDO 30) – September 27, 2018

DATE OF BUSINESS REGISTRATION: _____

REMINDERS:
*FILE THE REQUIRED TAX RETURN/S TO CONFORM WITH THE ABOVE TAX TYPE/S WITH OR WITHOUT OPERATION TO AVOID PENALTIES AND GENERATION OF STOP FILER CASES

INCOME TAX

SINGLE PROPRIETOR		CORP/PART/ASSOC	
1701Q		1702Q	
1st Qtr	May 15	1st Qtr	May 30
2nd Qtr	Aug 15	2nd Qtr	Aug 29
3rd Qtr	Nov 15	3rd Qtr	Nov 29
1701	Apr 15	1702	Apr 15

VAT
2550M – 20th day of the following month
2550Q – 25th day after the close of each quarter

WITHHOLDING TAX – EXPANDED
0619E – 10th day of the following month
1601EQ – last day of the month after the close of each qtr
1604E – Annual Information Return – March 1

WITHHOLDING TAX – COMPENSATION
1601C – 10th day of the following month
1604CF – Annual Information Return – Jan 31

PERCENTAGE TAX
2551Q – 25th day after the close of each quarter

AUTHORITY TO PRINT
1906 – Upon Registration

BOOKS OF ACCOUNTS
1905 – Within 30 calendar days from the date of business registration

REGISTRATION FEE
0605 – Upon registration & every year thereafter – January 31

UPDATES/TRANSFER/CESSATION OF BUSINESS REGISTRATION
1905 – Immediately, inform this district office

BUWIS BUWIS

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

ALMA CELESTIAL T. CAYABYAB
Asst. Revenue District Officer

BETHSHEBA R. BAUTISTA
REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN

OCT 09 2018

DEPARTMENT OF
TRADE & INDUSTRY
PHILIPPINES

This certifies that

HOOKED ON LINE COMPUTER CENTER

(City/Municipality)

BINONDO, NCR, CITY OF MANILA, FIRST DISTRICT, NATIONAL CAPITAL REGION (NCR)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

ROSALIE OSTIA DE LEON

is valid from 8 May 2019 to 8 May 2024 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled.

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on this 26th day of April 2019 in the Philippines.

RAMON M. LOPEZ
Secretary

Certificate No. 05974657

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.

TRN 9633466

Documentary Stamp Tax Paid PhP 30.00

Republic of the Philippines
Department of Budget and Management

ELLEN MAE A. ESTIPONA <eestipona@dbm.gov.ph>

Quotation for Supply and Delivery of BTMS Roll-out Marketing Collaterals

Hooked On Line <ihookedonline@yahoo.com> Sat, May 4, 2019 at 5:25 PM
Reply-To: Hooked On Line <ihookedonline@yahoo.com>
To: "eestipona@dbm.gov.ph" <eestipona@dbm.gov.ph>

Sir/Mam,

Please see attached quotation together with my PhilsGEPS Registration and other bidding requirements.

Regards,

ROSALIE DE LEON

Hooked On Line

www.hookedonline.net
www.facebook.com/hookedonline
Stall # 4I-09, 4th Flr., 168 Mall

Soler Wing, CM Recto cor. Soler St., Binondo, Manila
Office Hours: Daily / 9am to 7pm

TELEPHONE NUMBER:

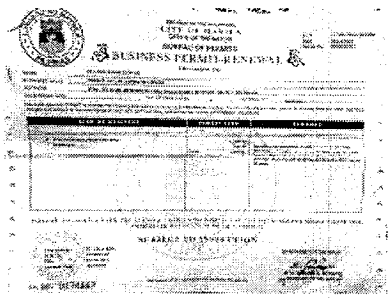
+63 2 348-3647 (Wireless)

+63 2 252-0860
+63 2 577-2367

+63 9189854480 (Smart)
+63 9228139996 (Sun Cellular)

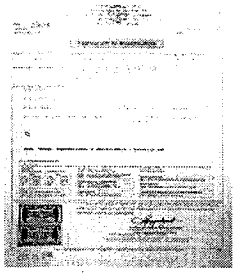
+63 9178717493 (Globe)

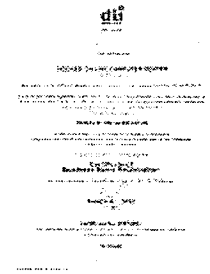
6 attachments



2019 Business Permit.jpg
206K

BIR COR.jpg
3235K





DTI.jpg
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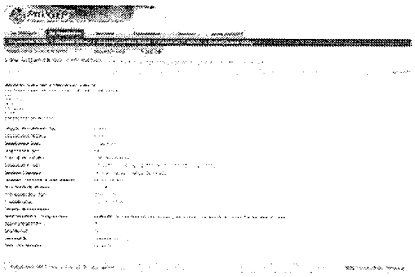


PhilGEPS Reg.jpg
196K

BTMS Collaterals.pdf
693K

Omnibus BTMS.pdf
389K

ANNEX "A"

PRICE QUOTATION FORM

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

Date: MAY 06, 2019

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

Sir/Madam:

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

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of BTMS Roll-out Marketing Collaterals	**Pens (Black)** • Retractable • Body Material: Plastic • Color: White • Design: With full-color print *(Design to be provided by the End-user; See Annex D.1)* • Ink Color: Black • Tip Material: Metal	800	25.00	20,000.00
	Notebook • Cover Material: C2S or foldcote • Double-wired • Cover: Customized front / back *(Design to be provided by the End-user; See Annex D.2)* • A5 Size with 80 leaves, with customized logo per bottom of page • 80 gsm	800	65.00	52,000.00

	Coffee Mugs • Color: White • Material: Ceramic • Capacity: Holds 11 ounces • With creative customized full color logo design *(Design to be provided by the End-user; See Annex D.3)* • Dishwasher and microwave safe • Lead Free	800	55.00	44,000.00
	Drawstring Bags • Type: Drawstring Bag • Color: Off white • Material: Standard Canvas • Product Size: 12" x 14" • Imprint Method: Silkscreen • Logo Imprint: Full Color *(Design to be provided by the End-user; See Annex D.4)* • Packaging: Individual Plastic Pouch	800	50.00	32,000.00
	Keychain • Color: White with customized logo design *(Design to be provided by the End-user; See Annex D.5)* • Total Length : 15.1 cm • Material: Rubber • PVC Ring: Iron	800	45.00	36,000.00
	TOTAL:		n/a	184,000.00

(Amount in Words) ONE HUNDRED EIGHTY FOUR THOUSAND PESOS

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

Very truly yours,

DAKILA BATAN
Name/Signature of Representative

KING OF KINGS. TRADING
Name of Company

02-622 8106 /543 1250/ 0945 265 1676
Contact No.

ANNEX "B"

TECHNICAL SPECIFICATIONS

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

Bidders must state here either "***Comply***" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item	Technical Specifications		Bidder's Statement of Compliance
Supply and Delivery of BTMS Roll-out Marketing Collaterals	**Pens (Black)** • Retractable • Body Material: Plastic • Color: White • Design: With full-color print *(Design to be provided by the End-user; See Annex D.1)* • Ink Color: Black • Tip Material: Metal	800	COMPLY
	Notebook • Cover Material: C2S or foldcote • Double-wired • Cover: Customized front / back *(Design to be provided by the End-user; See Annex D.2)* • A5 Size with 80 leaves, with customized logo per bottom of page • 80 gsm	800	COMPLY
	Coffee Mugs • Color: White • Material: Ceramic • Capacity: Holds 11 ounces • With creative customized full color logo design *(Design to be provided by the End-user; See Annex D.3)* • Dishwasher and microwave safe • Lead Free	800	COMPLY

JH

	Drawstring Bags • Type: Drawstring Bag • Color: Off white • Material: Standard Canvas • Product Size: 12" x 14" • Imprint Method: Silkscreen • Logo Imprint: Full Color *(Design to be provided by the End-user; See Annex D.4)* • Packaging: Individual Plastic Pouch	800	COMPLY
	Keychain • Color: White with customized logo design *(Design to be provided by the End-user; See Annex D.5)* • Total Length : 15.1 cm • Material: Rubber • PVC Ring: Iron	800	COMPLY

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

KING OF KINGS. TRADING	DAKILA BATAN	MAY 06, 2019
Name of Company/Bidder	Signature over Printed Name of Representative	Date

ANNEX "C"

SCHEDULE OF REQUIREMENTS

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

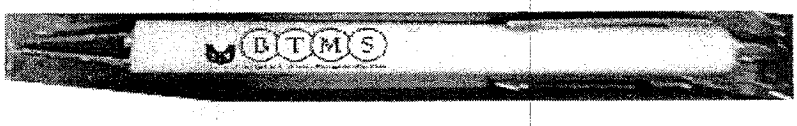
ITEM NO.	DESCRIPTION	QUANTITY	DELIVERY SCHEDULE
The contractor shall provide the following needed for the project:			
1.	**Pens (Black)**	800	Twenty Five (25) days upon receipt of Notice to Proceed
2.	**Notebook**	800	
3.	**Coffee Mugs**	800	
4.	**Drawstring Bags**	800	
5.	**Keychain**	800	

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

KING OF KINGS. TRADING	DAKILA BATAN	MAY 06, 2019
Name of Company/Bidder	Signature over Printed Name of Representative	Date

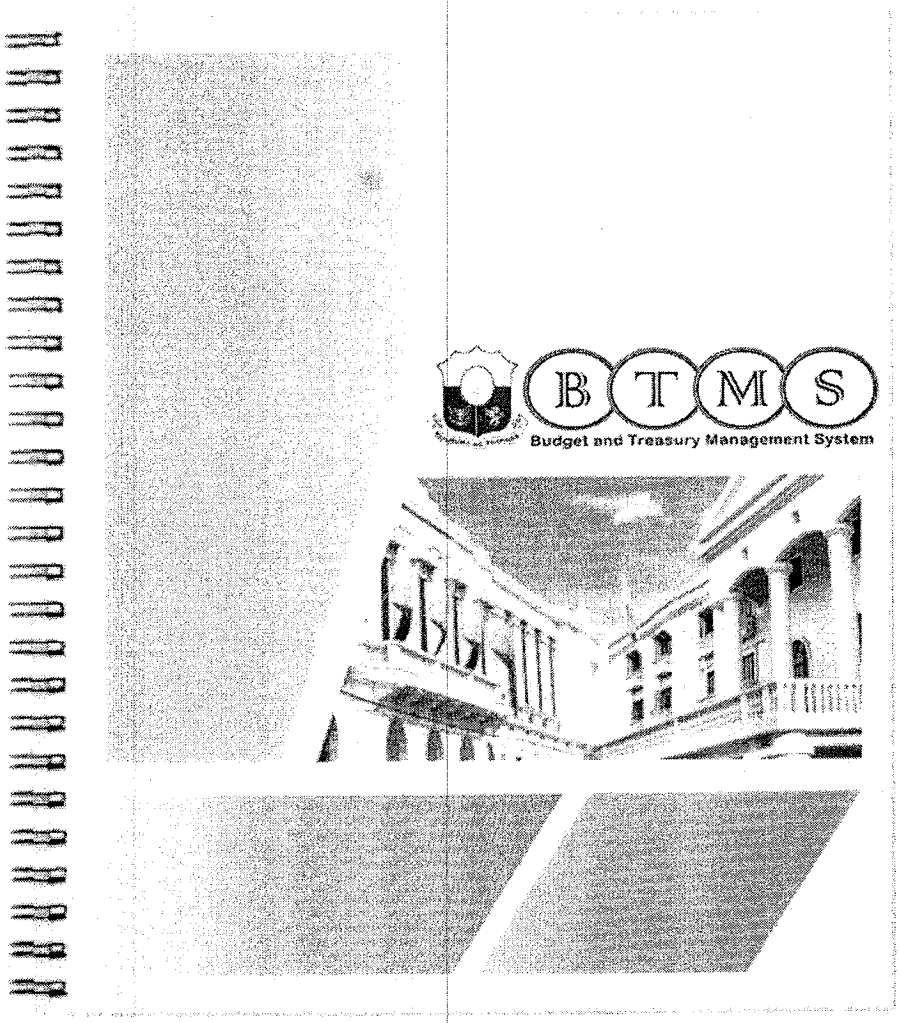
ANNEX "D"

D.1 Pens



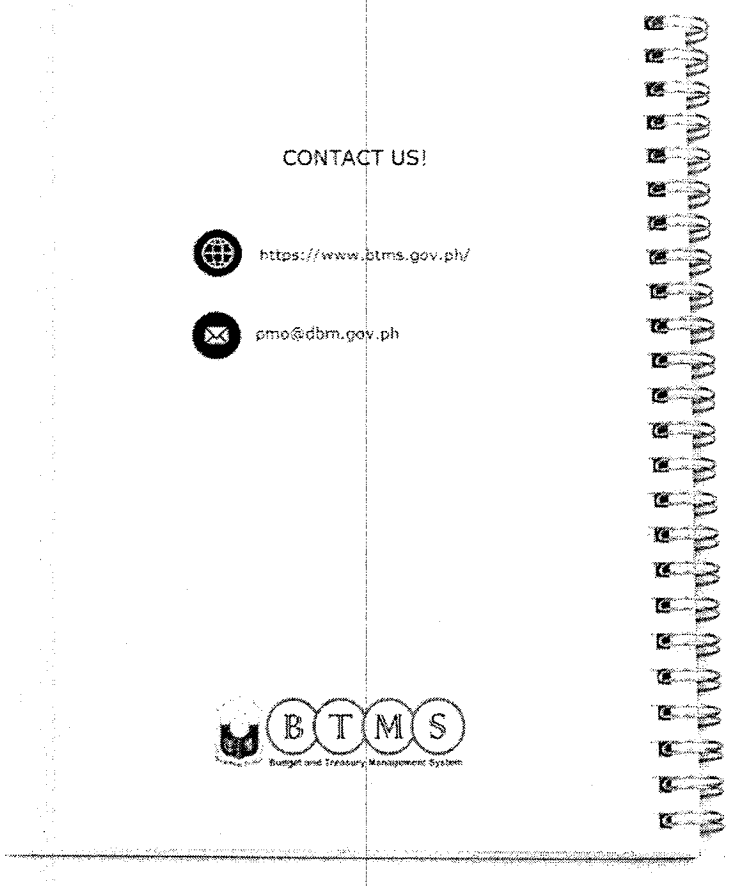
D.2 Notebook

Front cover

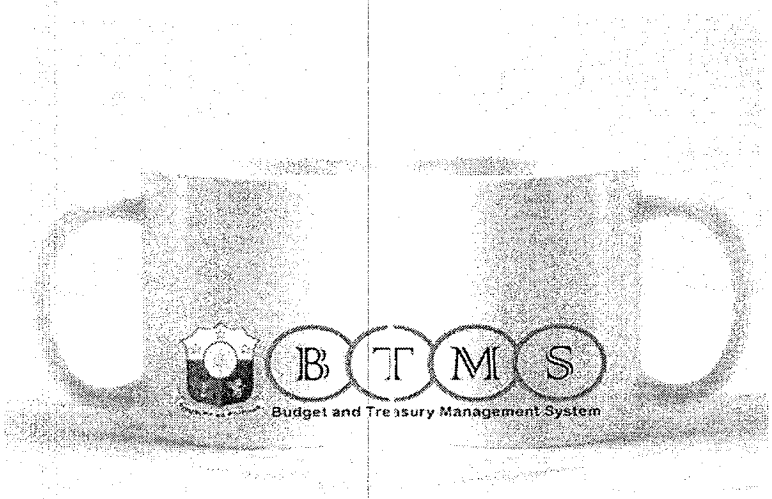


Back Cover

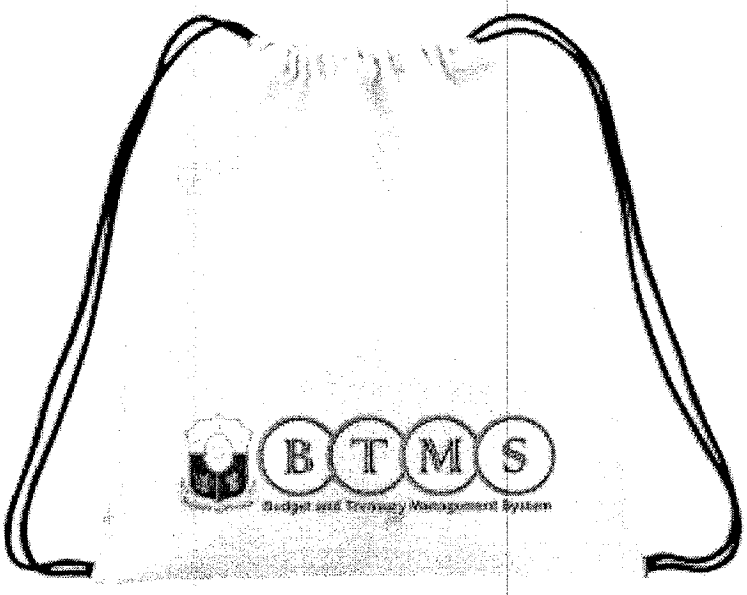
- ***Design Website: (http://www.btms.gov.ph/) and Email: (pmo@dbm.gov.ph)***



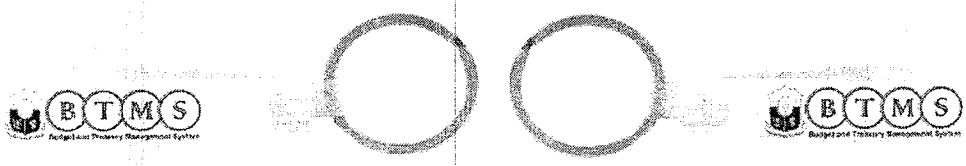
D.3 Coffee Mug



D.4 Drawstring Bag



D.5 Keychain (800pcs.).



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

KING OF KINGS. TRADING
BLK 4 LOT 19, MARTOS ST., TIERRA NOVA ROYALE 4,
BRGY. 171, BAGUMBONG
Caloocan City Metro Manila

*is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 21-Nov-2017 pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that **KING OF KINGS. TRADING** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.*

This Certificate is valid until 05-Mar-2020.

Issued this 5th day of March, 2019.

ROSA MARIA M. CLEMENTE
Director IV, PhilGEPS

Documentary Stamp Tax Paid Php 30.00

PhilGEPS Registration No: 2017-217487
Certificate Reference No: 2019005969A

REMINDERS [1]

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*

- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*

- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

PhilGEPS Registration No: 2017-217487
Certificate Reference No: 2019005969A

[1] Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

"Annex A"

List of Eligibility Documents

of

KING OF KINGS. TRADING

BLK 4 LOT 19, MARTOS ST., TIERRA NOVA ROYALE 4,
BRGY. 171, BAGUMBONG
Caloocan City Metro Manila

DTI Certificate	Expiration Date : 27-Mar-2022 DTI Certificate Number : 4663319 Signatory : ramon m. lopez Registration Date : 27-Mar-2017
Mayor's Permit	Expiration Date : 23-Mar-2019 Permit Number : 16-n02922-01786 Place of Issue : caloocan city Signatory : emmanuel emilio p. vergara Issuance Date : 23-Mar-2018
Tax Clearance	Expiration Date : 27-Feb-2019 TCC Number : 05-027-02-27-R0006-2018 Signatory : grace evelyn a. lacerna Issuance Date : 27-Feb-2018
Audited Financial Statement	Date of Filing : 18-Feb-2019 Current Asset : Php 142,004.00 Total Asset : Php 1,007,004.00 Current Liabilities : Php 740,372.00 Total Liabilities : Php 1,007,004.00 Name of Auditor : iluminada a. sebial BIR RDO Code : 27
PCAB License	Expiration Date : Issued By : Issuance Date : License Number : License First Issue Date : Principal Classification : Category :

PhilGEPS Registration No: 2017-217487
Certificate Reference No: 2019005969A

Plate No.

Republic of the Philippines
CITY OF CALOOCAN
Office of the City Mayor
BUSINESS PERMITS AND LICENSING OFFICE

MAYOR'S PERMIT

TAX YEAR 2019

BIN : 16-N0922-01786
DATE ISSUED : February 11, 2019

This certifies that BATAN, DAKILA
with registered trade name as KING OF KINGS TRADING
with business address at BLK. 4 LOT 19 MARTOS ST., TIERRA NOVA PH. 4 BAGUMBONG Brgy. 171, Dist. 1 ,Caloocan City

has been granted a BUSINESS PERMIT to operate the following business/es under city Ordinance No. 0386 S.2004, otherwise known as the Revised Revenue Code of Caloocan City, subject to the provisions of other pertinent laws, ordinances and related administrative regulations.

KIND/S OF BUSINESS/ES	REMARKS
WHOLESALER GENERAL MERCHANDISE, CORPORATE GIVEAWAYS, AGRICULTURE PRODUCTS, OFFICE AND (ICT) INFORMATION TECH SUPPLIES/DEVICES, PRINTING SUPPLIES & EQUIPMENTS	**Renewal** AMENDMENT: CHANGE IN LINE OF BUSINESS FROM WHOLESALER GENERAL MERCHANDISE(OFFICE & SCHOOL SUPPLIES, HOUSEHOLD GOOD AGRICULTURE) TO CORPORATE GIVEAWAYS,AGRICULTURE PRODUCTS,OFFICE AND ICT INFORMATION COMMUNICATIONS TECH SUPPLIES/DEVICES, PRINTING SUPPLIES & EQUIPMENTS, ISSUED ON: 10/18/17 AMENDMENT: CHANGE IN BUSINESS ORGANIZATION PARTNERSHIP KINGSAN GENERAL MERCHANDISE CO. TO SINGLE PROPRIETOR KING OF KINGS TRADING, DAKILA BATAN, ISSUED ON: 10/19/17

NOTE: TO SUBMIT SANITARY PERMIT WITHIN 15 DAYS FROM DATE OF ISSUE OF THIS PERMIT. OTHERWISE, THIS MAYOR'S PERMIT (MP) IS DEEMED "REVOKED".

NOTE: **TO SUBMIT FIRE SAFETY INSPECTION CERTIFICATE (FSIC) WITHIN 30 DAYS FROM DATE OF ISSUE OF THIS PERMIT. OTHERWISE, THIS MAYOR'S PERMIT (MP) IS DEEMED "REVOKED".**

Subject to inspection and reassessment. Any violation of laws, rules and regulations will result to the revocation of the permit.

AREA OF ESTABLISHMENT: 5.00	SSS:
TOTAL NO. OF EMPLOYEES: 2	TIN:

IMPORTANT 7913

Failure to renew this Business Permit/License within the prescribed period shall subject the taxpayer to a twenty five percent (25%) surcharge and two percent (2%) penalty per month. This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to the concerned authorities upon demand. Upon closure of business, surrender this permit to the City Treasurer's Office on or before the twentieth (20th) day of the month following quarter to avoid penalty.

PARTICULARS OF PAYMENT

Tax Year : 2019 Quarter : 1 - 4
O.R. No. : 10275195 O.R. Date : 01/15/2019

BUSINESS TAX	5,445.00
MAYORs PERMIT FEE	3,014.00
BUSINESS PLATE/STICKER	50.00
REFUSE FEE	3,056.00
SANITARY PERMIT FEE	1,014.00
HEALTH CERT. FEE	200.00
PERMIT ON OCCUPATION	200.00
BUILDING INSPECTION FEE	150.00
ELECTRICAL INSP. FEE	220.00
MECHANICAL INSP. FEE	200.00
PLUMBING INSP. FEE	90.00
BILLBOARD/SIGNBOARD INSP. FEE	120.00
FIRE SAFETY INSPECTION FEES	20.00
FILING FEE	100.00
ZONING AND LAND USE VERIFICATION FEES	400.00
ENVIRONMENTAL FEE	500.00
Discount	544.50
Penalty	0.00
Grand Total	**14,234.50**

OSCAR • OCA • MALAPITAN
CITY MAYOR

For and by authority of the City Mayor:

Atty. EMMANUEL EMILIO P. VERGARA
Chief
Business Permits and Licensing Office

THIS PERMIT IS VALID UNTIL DECEMBER 31, 2019 ONLY WITH CORRESPONDING OFFICIAL RECEIPTS SHOWING PAYMENTS OF PERMIT FEES AND CITY TAXES, UNLESS REVOKED BY THIS OFFICE FOR FAILURE TO COMPLY WITH PERTINENT RULES AND REGULATIONS. ANY ERASURE/ALTERATIONS WILL INVALIDATE THIS PERMIT.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

   If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

   If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

   If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

   If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

   If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

_____
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this __ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. ___
Page No. ___
Book No. ___
Series of ___

LANDBANK

eTPS | ONLINE TAX PAYMENT SYSTEM

CONFIRMATION RECEIPT

Your account has been successfully debited with details as follows:

Transaction Date & Time	Feb 18, 2019 10:22 AM
TIN	434441812000
Taxpayer's Name	DAKILA BATAN
Account Number	1491169008
Reference Number	221900029205305
Transaction Number	197546680
Amount Paid	1,163.00
Confirmation Number	00021820191022301350

To view your payments, click here

[Help]

Important !

- An email advice has been sent to the authorizers regarding this transaction.
- This will serve as your official receipt.
- Print this confirmation advice for your record.
- For security reasons, do not forget to close this window.

Print this receipt | Close Window

For BIR Use Only | BCS/ Item

170106/15ENCSP1

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Annual Income Tax Return
For Self-Employed Individuals, Estates and Trusts

Enter all required information in CAPITAL LETTERS using BLACK ink. Mark applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer

BIR Form No. **1701** July 2013(ENCS) Page 1

1 For the year 12 / 20 18

2 Amended Return? ○ Yes ◉ No

3 Short Period Return? ○ Yes ◉ No

4 Alphanumeric Tax Code (ATC) ○ II 011 Compensation Income ◉ II 012 Business Income/Income from Profession ○ II 013 Mixed Income

Part I - Background Information on TAX FILER

5 Taxpayer Identification Number (TIN) 434 - 441 - 812 - 000

6 RDO Code 027

7 Tax Filer Type ◉ Single Proprietor ○ Professional ○ Estate ○ Trust

8 Tax Filer's Name *(Last Name, First Name, Middle Name for Individual)* / ESTATE of *(First Name, Middle Name, Last Name)* / TRUST FAO: *(First Name, Middle Name, Last Name)*

BATAN, DAKILA *

9 Trade Name

KING OF KINGS TRADING

10 Registered Address *(Indicate complete registered address)*

BLK. 4 LOT 19 MARTOS ST. TIERRA NOVA PH 4 BAGUMBONG BRGY. 171 DIST. 1 CALOOCAN CITY

11 Date of Birth *(MM/DD/YYYY)* 10/13/1995

12 Email Address dakilabatan@gmail.com

13 Contact Number (0935) 641-2525

14 Civil Status ◉ Single ○ Married ○ Legally Separated ○ Widow/er

15 If Married, indicate whether spouse has income ○ With Income ○ With No Income

16 Filing Status ○ Joint Filing ○ Separate Filing

17 Main Line of Business OTHER WHOLESALING

18 PSIC 5190

19 PSOC

20 Method of Deduction ◉ Itemized Deduction [Sec. 34 (A-J), NIRC] ○ Optional Standard Deduction (OSD) 40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC, as amended by R.A. 9504]

21 Method of Accounting ◉ Cash ○ Accrual ○ Others (Specify)

22 Income Exempt from Income Tax? ○ Yes ◉ No
If Yes, fill up also Mandatory attachments PER ACTIVITY (PART X)

23 Income subject to **Special/Preferential Rate?** ○ Yes ◉ No
If Yes, fill up also Mandatory attachments PER ACTIVITY (PART X)

24 Claiming Additional Exemptions? ○ Yes ◉ No

25 If YES, enter number of Qualified Dependent Children *(Enter information about Children on Part VIIA of Page 4)*

Part II - Total Tax Payable	*(Do NOT enter Centavos)*
26 Total Income Tax Due (Overpayment) for Tax Filer and Spouse *(Sum of Items 72A & 72B)*	1,163
27 Less: Total Tax Credits / Payments *(Sum of Items 76A & 76B)*	0
28 Net Tax Payable (Overpayment) *(Item 26 Less Item 27)*	1,163
29 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before July 15 *(Not More Than 50% of Item 26)*	
30 Total Tax Payable *(Item 28 Less Item 29)*	1,163
31 Add: Total Penalties *(From Item 84)*	0
32 TOTAL AMOUNT PAYABLE Upon Filing (Overpayment) *(Sum of Items 30 & 31)*	1,163

If Overpayment, mark one box only (Once the choice is made, the same is irrevocable)

○ To be refunded ○ To be issued a Tax Credit Certificate ○ To be carried over as tax credit for next year/quarter

I declare under the penalties of perjury, that this annual return has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. *(If Authorized Representative, attach authorization letter and indicate TIN)*

Signature over printed name of Tax Filer | Signature over printed name of Authorized Representative

33 Number of pages filed 11

34 Community Tax Certificate (CTC)No./Govt. issued ID 434441812000

35 Date of Issue (MM/DD/YYYY) 04/05/2013

36 Place of Issue CALOOCAN CITY

37 Amount, if CTC

Part III - Details of Payment	Drawee Bank/Agency	Number	Date(MM/DD/YYYY)	Amount
38 Cash/Bank Debit Memo				
39 Check				
40 Others (Specify Below)				

Machine Validation / Revenue Official Receipt Details (if not filed with an Authorized Agent Bank)

Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)

Annual IncomeTax Return

For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
Page 2

BIR Form No. **1701** June 2013 (ENCS)

170106/13ENCSP2

TIN	Tax Filer's Last Name
434 - 441 - 812 - 000	BATAN

Part IV Computation of Income Tax - REGULAR RATE	A) Tax Filer	B) Spouse
41 Gross Compensation Income *(From Schedule 1 Item 5A1/5B1)*		
42 Less: Non-Taxable / Exempt Compensation		
43 Gross Taxable Compensation Income *(Item 41 Less Item 42)*	0	
Less: Deductions		
44 Premium on Health and/or Hospitalization Insurance *(Not to Exceed P 2,400/year)*		
45 Personal Exemption/Exemption for Estate and Trust	50,000	
46 Additional Exemption	0	
47 Total Deductions *(Sum of Items 44 to 46)*	50,000	
48 Net Taxable Compensation Income *(Item 43 Less Item 47)*	0	
OR		
49 Excess of Deductions *(Item 47 Less Item 43)*	50,000	
50 Net Sales/Revenues/Receipt/Fees *(From Schedule 2 Item 5A/5B)*	759,012	
51 Add: Other Income from Operations not Subject to Final Tax *(From Schedule 3 Item 3A/3B)*	0	
52 Total Sales/Revenues/Receipts/Fees *(Sum of Items 50 & 51)*	759,012	
53 Less: Cost of Sales/Services *(Not allowed for Tax Filer who opted for OSD) (From schedule 4 Item 27A/27B)*	452,747	
54 Gross Income from Business/Profession *(Item 52 Less Item 53)*	306,265	
55 Add: Non-Operating Income *(From Schedule 5 Item 6A/6B)*	0	
56 Total Gross Income *(Sum of Items 54 & 55)*	306,265	
Less: Allowable Deductions		
57 Ordinary Allowable Itemized Deductions *(From Schedule 6 Item 40A/40B)*	239,633	
58 Special Allowable Itemized Deductions *(From Schedule 7 Item 54/5B)*	0	
59 Allowance for Net Operating Loss Carry Over (NOLCO) *(From Schedule 8A1 Item 8D / Schedule 8B1 Item 8D)*	0	
60 Total Allowable Itemized Deductions *(Sum of Items 57 to 59)*	239,633	
OR		
61 Optional Standard Deductions (OSD) *(40% of Item 52-Total Sales/Receipts/Revenues/Fees) (NOTE: If all income is subject ONLY to Regular Income Tax Regime)*		
62 Taxable Income from Business/Profession *(Items 56 Less Item 60 OR 61)*	66,632	
63 Add: Net Taxable Compensation Income *(From Item 48A/48B)*	0	
64 Net Taxable Income *(Sum of Items 62 & 63)*	66,632	
65 Less: Excess Deductions, if any *(From Item 49) OR the Total Deductions, if there is no compensation income (From Item 48)*	50,000	
66 TOTAL TAXABLE INCOME *(Item 64 Less Item 65)*	16,632	
67 TAX DUE-REGULAR *(Refer to Tax Table(Graduated Income Tax Rates) below)*	1,163	

Tax Table

If Taxable Income is:	Tax Due is:	If Taxable Income is:	Tax Due is:
Not over P10,000	5%		
Over 10,000 Not over P30,000	P500 + 10% of the excess over P 10,000	Over 140,000 Not over P250,000	P22,500 + 25% of the excess over P 140,000
Over 30,000 Not over P70,000	P2,500 + 15% of the excess over P 30,000	Over 250,000 Not over P500,000	P50,000 + 30% of the excess over P 250,000
Over 70,000 Not over P140,000	P8,500 + 20% of the excess over P 70,000	Over 500,000	P125,000 + 32% of the excess over P 500,000

Annual IncomeTax Return

For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
Page 3

BIR Form No.
1701
June 2013 (ENCS)

170106/13ENCSP3

TIN	Tax Filer's Last Name
434 - 441 - 812 - 000	BATAN

Part V - Summary of Income Tax Due

Description	A) Tax Filer	B) Spouse
68 Regular Rate - Income Tax Due *(From Item 67A/67B)*	1,163	
69 Special Rate - Income Tax Due *(From Part IX Item 18B/18F)*	0	
70 Less: Share of Other Government Agency, if remitted directly		
71 Net Special Income Tax Due *(Share of National Govt.)(Item 69 Less Item 70)*	0	
72 TOTAL INCOME TAX DUE (Overpayment) *(Sum of Items 68 & 71) (To Item 26)*	1,163	
Less. Tax Credits/Payments		
73 REGULAR *(From Schedule 9 Item 10A/10B)*	0	0
74 Special *(From Part IX Item 19B/19F)*	0	
75 Exempt *(From Part IX Item 19C/19G)*	0	
76 Total Tax Credit/Payments *(Sum of Items 73 to 75) (To Item 27)*	0	
77 Net Tax Payable/(Overpayment) *(Item 72 Less Item 76)*	1,163	
78 NET TAX PAYABLE (OVERPAYMENT) FOR TAX FILER and SPOUSE *(Sum of Items 77A & 77B)*		1,163
79 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before July 15 *(Not More Than 50% of the Sum of Items 72A & 72B) (To Item 29)*		
80 NET AMOUNT OF TAX PAYABLE (OVERPAYMENT) *(Item 78 Less Item 79)*		1,163
Add: Penalties		
81 Surcharge		0
82 Interest		0
83 Compromise		
84 Total Penalties *(Sum of Items 81 to 83) (To Item 31)*		0
85 TOTAL AMOUNT PAYABLE UPON FILING (OVERPAYMENT) *(Sum of Items 80 to 84) (To Item 32)*		1,163

Part VI - Tax Relief Availment

Description	A) Tax Filer	B) Spouse
86 Regular Income Tax Otherwise Due *(Sum of Items 66 & 58 X applicable Tax Rate per Tax Table)*	1,163	
87 Less: Tax Due - Regular *(From Item 67)*	1,163	
88 Tax Relief Availment Before Special Tax Credits *(Items 86 Less Item 87)*	0	
89 Add: Special Tax Credits *(From Schedule 9 Item 8A/8B)*		
90 Regular Tax Relief Availment *(Sum of Items 88 & 89)*	0	
91 Special Tax Relief Availment *(From Part IX Item 21B/21F)*	0	
92 Exempt Tax Relief Availment *(From Part IX Item 21C/21G)*	0	
93 Total Tax Relief Availment *(Sum of Items 90, 91 & 92)*	0	
94 Total Tax Relief Availment of Tax Filer & Spouse *(Sum of Items 93A & 93B)*		0

Annual IncomeTax Return
For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
Page 4

BIR Form No. 1701 June 2013 (ENCS)

170106/13ENCSP4

TIN	Tax Filer's Last Name
434 - 441 - 812 - 000	BATAN

Part VII - Other Relevant Information - SPOUSE

95 Spouse's TIN / / / | 96 RDO CODE

97 Spouse's Name *(Last Name First Name and Middle Initial)*

98 Trade Name

99 Date of Birth(MM/DD/YYYY) | *100 Email Address*

101 Contact Number | 102 PSIC | 103 PSOC

104 Line of Business

105 Method of Deduction ○ Itemized Deduction [Sec. 34 (A-J), NIRC] ○ Optional Standard Deduction (OSD) 40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC, as amended by R.A. 9504]

106 Method of Accounting ○ Cash ○ Accrual ○ Others (Specify)

107 Income **Exempt** from Income Tax? ○ Yes ○ No
If Yes, fill up also Mandatory Attachments PER ACTIVITY (PART X)

108 Income subject to **Special/ Preferential Rate?** ○ Yes ○ No
If Yes, fill up also Mandatory Attachments PER ACTIVITY (PART X)

109 Alphanumeric Tax Code (ATC) ○ II 011 Compensation Income ○ II 012 Business Income/Income from Profession ○ II 013 Mixed Income

110 Claiming Additional Exemptions? ○ Yes ○ No

111 If YES, enter number of Qualified Dependent Children
(Enter information about Children on Part VIIA)

Part VIIA - Qualified Dependent Children (If wife is claiming for additional exemption, please attach waiver of the husband)

Last Name	First Name and Middle Initial	Date of Birth (MM/DD/YYYY)	Mark if Mentally/ Physically Incapacitated

Part VIIB - Current Address (Accomplish if current address is different from registered address)

Unit/Room Number/Floor	Building Name	
Lot Number Block Number Phase Number House Number	Street Name	
Subdivision/Village	Barangay	
Municipality/City	Province	Zip Code

Part VIII - Information - External Auditor/Accredited Tax Agent

112 Name of External Auditor/Accredited Tax Agent
ILUMINADA A. SEBIAL

113 TIN 138 / 513 / 101 / 000

114 Name of Signing Partner (If External Auditor is a Partnership)

115 TIN / / /

116 BIR Accreditation No.	117 Issue Date (MM/DD/YYYY)	118 Expiry Date (MM/DD/YYYY)
05 - 005865 - 001 - 2017	03/03/2017	03/03/2020

Annual IncomeTax Return

For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
Page 5 - Schedules 1 to 4A

BIR Form No. **1701** June 2013 (ENCS)

170106/13ENCSP5

TIN	Tax Filer's Last Name
434 - 441 - 812 - 000	BATAN

SCHEDULES-REGULAR RATE

Schedule 1 -Gross Compensation Income and Tax Withheld *(Attach additional sheet/s, if necessary)*

Gross Compensation Income and Tax Withheld *(On items 1,2,3 and 4, enter the required information for each of your employers and mark (X) whether the information is for the Taxpayer or the Spouse. Attach additional Sheets if necessary. On Item 5A, enter the Total Gross Compensation and Total Tax Withheld for the Taxpayer and on Line 5B, enter the appropriate information for the Spouse* ***Do not enter Centavos; 49 Centavos or Less, dropdown; 50 or more, round up)***

	Employer's TIN	Compensation Income	Tax Withheld
1 Name of Employer			
○ TaxPayer			
○ Spouse			
2 Name of Employer			
○ TaxPayer			
○ Spouse			
3 Name of Employer			
○ TaxPayer			
○ Spouse			
4 Name of Employer			
○ TaxPayer			
○ Spouse			

5A Total Gross Compensation Income and Total Tax Withheld from the above entries and any additional sheets attached for **Taxpayer** *(To Part IV Item 41A)*		
5B Total Gross Compensation Income and Total Tax Withheld from the above entries and any additional sheets attached for **Spouse** *(To Part IV Item 41B)*		

Schedule 2- Sales/Revenues/Receipts/Fees from Business/Profession, including amount received from General Professional Partnership (GPP)

Description	A) Taxpayer/Filer	B) Spouse
1 **Total Sales/Revenues/Receipts/Fees**	759,012	
2 **Add: Gross Sales/Revenues/Receipts/Fees not subject to Withholding Tax**		
3 **Total Sales/Revenues/Receipts/Fees** *(Sum of Items 1 & 2)*	759,012	
4 **Less: Sales Returns, Allowances and Discounts**		
5 **Net Sales/Revenues/Receipts/Fees** *(Item 3 Less Item 4) (To Item50)*	759,012	

Schedule 3 - Other Taxable Income from Operations not Subject to Final Tax *(Attach additional sheet/s, if necessary)*

Description	A) Taxpayer/Filer	B) Spouse
1		
2		
3 **Total Other Income** *(Sum of Items 1 & 2) (To Item51)*	0	

Schedule 4 - Cost of Sales/Services *(Attach additional sheet/s, if necessary)*

Schedule 4A - Cost of Sales (For those engaged in Trading)

Description	A) Taxpayer/Filer	B) Spouse
1 **Merchandise Inventory, Beginning**	10,560	
2 **Add: Purchases of Merchandise**	455,877	
3 **Total Goods Available for Sale** *(Sum of Items 1 & 2)*	466,437	
4 **Less: Merchandise Inventory, Ending**	13,690	
5 **Cost of Sales** *(Item 3 Less Item 4) (To Schedule 4 Item 27)*	452,747	

Annual IncomeTax Return

For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
Page 6 - Schedules 4A to 6

BIR Form No. **1701** June 2013 (ENCS)

170106/13ENCSP6

TIN	Tax Filer's Last Name
434 - 441 - 612 - 000	BATAN

Schedule 4B - Cost of Sales (For those engaged in Manufacturing)

Description	A) Taxpayer/Filer	B) Spouse
6 Direct Materials, Beginning		
7 Add: Purchases of Direct Materials		
8 Material Available for Use (Sum of Items 6 & 7)	0	
9 Less: Direct Materials, Ending		
10 Raw Materials Used (Item 8 Less Item 9)	0	
11 Direct Labor		
12 Manufacturing Overhead		
13 Total Manufacturing Cost (Sum of Items 10 to 12)	0	
14 Add: Work in Process, Beginning		
15 Less: Work in Process, Ending		
16 Cost of Goods Manufactured (Sum of Items 13 & 14 Less Item 15)	0	
17 Add: Finished Goods, Beginning		
18 Less: Finished Goods, Ending		
19 Cost of Goods Manufactured & Sold (Sum of Items 16 & 17 Less Item 18)(To Item 27)	0	

Schedule 4C - Cost of Services (For those engaged in Services, indicate only those directly incurred or related to the gross revenue from rendition of services)

Description	A) Taxpayer/Filer	B) Spouse
20 Direct Charges - Salaries, Wages and Benefits		
21 Direct Charges- Materials, Supplies and Facilities		
22 Direct Charges- Depreciation		
23 Direct Charges- Rental		
24 Direct Charges - Outside Services		
25 Direct Charges - Others		
26 Total Cost of Services *(Sum of Items 20 to 25) (To Item 27)*	0	
27 **Total Cost of Sales/Services** *(Sum of Items 5, 19 & 26, if applicable) (To Part IV Item 53)*	452,747	

Schedule 5 - Non-Operating Income *(Attach additional sheet/s, if necessary)*

Nature of Income	A) Taxpayer/Filer	B) Spouse
1		
2		
3		
4		
5		
6 **Total Non - Operating Income** (Sum of Items 1 to 5) (To Item 55)	0	

Schedule 6 - Ordinary Allowable Itemized Deductions *(Attach additional sheet/s, if necessary)*

Nature of Income	A) Taxpayer/Filer	B) Spouse
1 Advertising and Promotions	12,321	
Amortizations *(Specify on Items 2,3 & 4)*		
2		
3		
4		

Annual IncomeTax Return For Self-Employed Individuals, Estates and Trusts Subject to REGULAR Income Tax Only Page 7 - Schedules 6	BIR Form No. 1701 June 2013 (ENCS)	170106/13ENCSP7

TIN	Tax Filer's Last Name
434 - 441 - 812 - 000	BATAN

Schedule 6 - (Continued) Ordinary Allowable Itemized Deductions

Description	A) Taxpayer/Filer	B) Spouse
5 Bad Debts		
6 Charitable Contributions		
7 Commissions		
8 Communication, Light and Water	23,451	
9 Depletion		
10 Depreciation	10,000	
11 Director's Fees		
12 Fringe Benefits		
13 Fuel and Oil	93,836	
14 Insurance	10,000	
15 Interest		
16 Janitorial and Messengerial Services		
17 Losses		
18 Management and Consultancy Fee		
19 Miscellaneous	3,690	
20 Office Supplies		
21 Other Services		
22 Professional Fees		
23 Rental		
24 Repairs and Maintenance - Labor or Labor & Materials	12,000	
25 Repairs and Maintenance - Materials/Supplies		
26 Representation and Entertainment	15,589	
27 Research and Development		
28 Royalties		
29 Salaries and Allowances		
30 Security Services		
31 SSS, GSIS, Philhealth, HDMF and Other Contributions	13,451	
32 Taxes and Licenses	14,735	
33 Tolling Fees		
34 Training and Seminars		
35 Transportation and Travel	30,560	
Others *(Specify below; Add additional sheet(s), if necessary)*		
36		
37		
38		
39		
40 Total Ordinary Allowable Itemized Deduction *(Sum of Items 1 to 39) (To Item 57)*	239,633	

Annual IncomeTax Return

For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
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June 2013 (ENCS)

170105/13ENCSP6

TIN	Tax Filer's Last Name
434 - 441 - 812 - 000	BATAN

Schedule 7 - Special Allowable Itemized Deductions *(Attach additional sheet(s) if necessary)*

Description	Legal Basis	A) Taxpayer/Filer	B) Spouse
1			
2			
3			
4			
5 Total Special Allowable Itemized Deductions *(Sum of Items 1 to 4) (To Item 58)*		0	

Schedule 8 - Computation of Net Operating Loss Carry Over (NOLCO)

Schedule 8A - Taxpayer/Filer's Computation of Net Operating Loss Carry Over (NOLCO)

1 Gross Income	
2 Less: Total Deductions Exclusive of NOLCO & Deduction under Special Law	
3 Net Operating Loss *(Item 1 Less Item 2) (To Schedule 8A.1)*	

Schedule 8A.1 - Taxpayer/Filer's Detailed Computation of Available Net Operating Loss Carry Over (NOLCO)

	Net Operating Loss		
	Year Incurred	A) Amount	B) NOLCO Applied Previous Year
4			
5			
6			
7			

	C) NOLCO Expired	D) NOLCO Applied Current Year	E) Net Operating Loss (Unapplied)
4			
5			
6			
7			
8 Total NOLCO *(Sum of Items 4D to 7D) (To Item 59A)*		0	

Schedule 8B - Spouse's Computation of Net Operating Loss Carry Over (NOLCO)

1 Gross Income	
2 Less: Total Deductions Exclusive of NOLCO & Deduction under Special Law	
3 Net Operating Loss *(Item 1 Less Item 2) (To Schedule 8B.1)*	

Schedule 8B.1 - Spouse's Detailed Computation of Available Net Operating Loss Carry Over (NOLCO)

	Net Operating Loss		
	Year Incurred	A) Amount	B) NOLCO Applied Previous Year
8			
9			
10			
11			

	C) NOLCO Expired	D) NOLCO Applied Current Year	E) Net Operating Loss (Unapplied)
8			
9			
10			
11			
8 Total NOLCO *(Sum of Items 8Dto11D) (To Item 59B)*			

Annual IncomeTax Return

For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
Page 9 - Schedules 9 to 10

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1701
June 2013 (ENCS)

170109/13ENCSP9

TIN	Tax Filer's Last Name
434 - 441 - 612 - 000	BATAN

Schedule 9 - Tax Credits/Payments *(Attach proof)*

Description	A) Taxpayer/Filer	B) Spouse
1 Prior Year's Excess Credits		
2 Tax Payments for the First Three Quarters		
3 Creditable Tax Withheld for the First Three Quarters		
4 Creditable Tax Withheld for the 4th Quarter		
5 Creditable Tax Withheld per BIR Form No. 2316 *(From Schedule 1 Item 5A2/5B2)*		
6 Tax Paid in Return previously filed , *if this is an Amended Return*		
7 Foreign Tax Credits , *if applicable*		
8 Special Tax Credits , *if applicable*		
9 Other Payments / Credits, specify		
10 Total Tax Credits / Payments *(Sum Items 1 to 9) (To Item73)*	0	0

Schedule 10 - BALANCE SHEET

Assets

Description	A) Taxpayer/Filer	B) Spouse
1 Current Assets	142,004	
2 Long-Term Investments		
3 Property, Plant and Equipment-Net	865,000	
4 Long-Term Receivables		
5 Intangible assets		
6 Other Assets		
7 Total Assets *(Sum Items 1 to 6)*	1,007,004	

Liabilities

8 Current Liabilities	740,372	
9 Long-Term Liabilities		
10 Deferred Credits		
11 Other Liabilities		
12 Total Liabilities *(Sum Items 8 to 11)*	740,372	

Capital

13 Capital, Beginning	500,000	
14 Add: Net Income for the year	66,632	
15 Less: Drawings	300,000	
16 Capital, Ending *(Sum Items 13 & 14 Less Item 15)*	266,632	

17 Total Liabilities and Capital *(Sum of Items 12 & 16)*	1,007,004	

Annual IncomeTax Return

For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
Page 10 - Schedule 11

BIR Form No.
1701
June 2013 (ENCS)

170106/13ENCSP10

TIN	Tax Filer's Last Name
434 - 441 - 812 - 000	BATAN

Schedule 11 - Reconciliation of Net Income per Books against Taxable Income *(Attach additional sheet/s, if necessary)*

Schedule 11A - Tax Filer's Reconciliation of Net Income per Books against Taxable Income

1 Net Income (Loss) per books	66,632
Add: Non-deductible Expenses/Taxable Other Income	
2	
3	
4 Total (Sum of Items 1 to 3)	66,632
Less: A) Non taxable Income and Income Subjected to Final Tax	
5	
6	
B) Special Deductions	
7	
8	
9 Total (Sum of Items 5 to 8)	0
10 Net Taxable Income (Loss) - Tax Filer *(Item 4 Less Item 9)*	66,632

Schedule 11B - Spouse's Reconciliation of Net Income per Books against Taxable Income

1 Net Income (Loss) per books	
Add: Non-deductible Expenses/Taxable Other Income	
2	
3	
4 Total (Sum of Items 1 to 3)	
Less: A) Non taxable Income and Income Subjected to Final Tax	
5	
6	
B) Special Deductions	
6	
7	
9 Total (Sum of Items 5 to 8)	
10 Net Taxable Income (Loss) - Spouse *(Item 4 Less Item 9)*	

Annual IncomeTax Return

For Self-Employed Individuals, Estates and Trusts
Subject to REGULAR Income Tax Only
Page 11 - Schedules 12A to 12B

BIR Form No.
1701
June 2013 (ENCS)

170106/13ENCSP11

TIN	Tax Filer's Last Name
434 - 441 - 812 - 000	BATAN

Schedule 12 - Supplemental Information

Schedule 12A - Gross Income /Receipts Subjected to Final Withholding

I) Description	Exempt	A) Actual Amount/Fair Market Value/Net Capital Gains	B) Final Tax Withheld/Paid
1 Interests			
2 Royalties			
3 Dividends			
4 Prizes and Winnings			
5 Fringe Benefits			
6 Compensation Subject to 15% Preferential Rate			

II) Sale/Exchange of Real properties	A) Sale/Exchange #1	B) Sale/Exchange #2
7 Description of Property		
8 OCT/TCT/CCT/Tax Declaration No.		
9 Certificate Authorizing Registration (CAR) No		
10 Actual Amount/Fair Market Value/Net Capital Gains		
11 Final Tax Withheld/Paid		

III) Sale/Exchange of Share of Stocks	A) Sale/Exchange #1	B) Sale/Exchange #2
12 Kind (PS/CS)/Stock Certificate Series No.	PS	PS
13 Certificate Authorizing Registration (CAR) No.		
14 Number of Shares		
15 Date of Issue *(MM/DD/YYYY)*		
17 Final Tax Withheld /Paid		
16 Actual Amount/Fair Market Value/Net Capital Gains		

IV) Other Income (Specify)	A) Other Income #1	B) Other Income #2
18 Other Income Subject to Final Tax Under Sections 57(A) /127/Others of the Tax Code, as amended *(Specify)*		
19 Actual Amount/Fair Market Value/Net Capital Gains		
20 Final Tax Withheld/Paid		

21 **Total Final Tax Withheld/Paid** *(Sum of Items 1B to 6B, 11A, 11B, 17A, 17B, 20A & 20B)* 0

Schedule 12B - Gross Income /Receipts Exempt from Income Tax (Actual Amount/Fair Market Value)

1 Proceeds of Life Insurance Policy	
2 Return of Premium	
3 Retirement Benefits, Pensions, Gratuities, etc.	

I) Personal/Real Properties Received thru Gifts, Bequests and Devises	A) Personal/Real Properties #1	B) Personal/Real Properties #2
4 Description of Property (e.g., land, improvement, etc)		
5 Mode of Transfer *(e.g. Donation)*		
6 Certificate Authorizing Registration (CAR) No.		
7 Actual Amount/Fair Market Value		

II) Other Exempt Income/Receipts	A) Personal/Real Properties #1	B) Personal/Real Properties #2
8 Other Exempt Income Receipts under section 32(B) of the tax code as amended *(Specify)*		
9 Actual Amount/Fair Market Value/NetCapital Gains		

10 **Total Income/Receipts Exempt from Income Tax** *(Sum of Items 1 to 3, 7A, 7B, 9A & 9B)* 0

KING OF KINGS TRADING

(Dakila Batan)

Blk 4 Lot !9 Martos St. Tierra Nova IV Bagumbong Caloocan City

Income Tax Return

and

Audited Financial Statements

(for the year ended December 31, 2018)

STATEMENT OF MANAGEMENT RESPONSIBILITY FOR ANNUAL INCOME TAX RETURN
(As required by RR No. 3-2010)

The Management of King of Kings Trading is responsible for all information and *representations contained in the Annual Income Tax Return for the year Ended* December 31, 2018. Management is likewise responsible for all information and representations contained in the financial statements accompanying the Annual Income Tax Return covering the same reporting period. Furthermore, the Management is responsible for all information and representation contained in all the other tax return filed for the reporting period, including, but not limited, to the value added tax and/or percentage tax returns, withholding tax returns, documentary stamp tax returns, and any and all other tax returns.

In this regard, management affirms that the attached audited financial statements for the year ended December 31, 2018 and the accompanying Annual Income Tax Return are in accordance with the books and records of King of Kings Trading complete and correct in all material respects.

Management likewise affirms that:

(a) The annual Income Tax Return has been prepared in accordance with the provisions of the National Internal Revenue Code, as amended, and pertinent tax regulations, and other issuances of the Department of Finance and the Bureau of Internal Revenue;

(b) Any disparity of figures in the submitted reports arising from the preparation of financial statements pursuant to financial accounting standards and the preparation of the income tax return pursuant to tax accounting rules has been reported as reconciling items and maintained in the Company's books and *records in accordance with the requirements of Revenue Regulations No. 8-2007* and other relevant issuances; and

(c) King of Kings Trading has filed all applicable tax returns, reports, and statements required to be filed under Philippines tax laws for the reporting period, and all taxes and other impositions shown thereon to be due and payable have been paid for the reporting period, except those contested in good faith.

DAKILA BATAN
Proprietor

ILUMINADA A. SEBIAL
Certified Public Accountant
2335 Angeles St. Ext. Fortune Village 1 Valenzuela City
TIN: 138-513-101-000

INDEPENDENT AUDITOR'S REPORT

DAKILA BATAN
KING OF KINGS TRADING
Blk 4 Lot 19 Martos St., Tierra Nova IV
Bagumbong, Caloocan City
TIN: 434-441-812-000

Report on the Audit of Financial Statements

Opinion

I have audited the financial statements of **KING OF KINGS TRADING,** which comprise the statement of financial position as at December 31, 2018, and the income statements, statement of changes in Capital and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Philippine Financial Reporting Standards (PFRSs) for Small and Medium Sized Entities (SMEs)

Basis for Opinion

I conducted my audit in accordance with Philippine Standards on Auditing (PSAs). My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Company in accordance with the ethical requirements that are relevant to my audit of the financial statements in the Philippines, the Code of Ethics for Professional Accountants in the Philippines, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PFRSs, For SMEs and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with PSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with PSAs, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on Other Legal Regulatory Requirements

My audit on the financial statements of **KING OF KINGS TRADING**, was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information required under Revenue Regulations 19-2011 and 15-2010 in Notes to the financial statements is presented for the purpose of filing with the Bureau of Internal Revenue (BIR) and is not required as a part of the basic financial statements. Such information is the responsibility of management and has been subjected to the auditing procedures applied in our audit of the basic financial statements. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

ILUMINADA A. SEBIAL
Certified Public Accountant
CPA Cert. No. 0038098
BOA No. 3949 (Valid until December 31, 2019)
BIR AN 05-005865-001-2017 (03/03/2017 – 03/02/2020)
PTR NO. VC5870969 (January 03, 2019)
P.R.C. ID – Valid until Nov. 29, 2020

Valenzuela City, Philippines
January 31, 2019

KING OF KINGS TRADING

Blk 4 Lot 19 Martos St. Tierra Nova IV Bagumbong Caloocan City

Statement of Income And Expense

in Philippine peso

(all figures are rounded off to the nearest peso)

For the year ended December 31, 2018

Sales			P	**759,012.00**
Less: Cost of Sales				
Inventory, Beg.	P	10,560.00		
Add: Purchases		455,877.00		
Total Goods Available		466,437.00		
Less: *Inventory, December 31*		13,690.00		
Cost of Sales				452,747.00
Gross Profit			P	306,265.00
Less: Operating Expenses				
Advertising And Promotion	P	12,321.00		
Communication, Light And Water		23,451.00		
Depreciation		10,000.00		
Fuel And Oil		93,836.00		
Insurance		10,000.00		
Repairs And Maintenance		12,000.00		
Representation And Entertainment		15,589.00		
SSS, Philhealth And HDMF Contribution		13,451.00		
Taxes And Lincenses		14,735.00		
Transportation And Travel		30,560.00		
Miscellaneous		3,690.00		
TOTAL OPERATING EXPENSE			P	239,633.00
Net Profit Before Income Tax Expense			P	**66,632.00**

KING OF KINGS TRADING

Blk 4 Lot 19 Martos St. Tierra Nova IV Bagumbong Caloocan City

Statement of Financial Position

in Philippine peso

For the year ended December 31, 2018

ASSETS				
Cash And Other Cash Equivalent	P	30,599.00		
Accounts Receivables		111,405.00		
Total			P	142,004.00
Property and Equipment				
Delivery Vehicle	P	850,000.00		
Equipment		20,000.00		
Furniture & Fixtures		25,000.00		
Total	P	895,000.00		
Less: Accumulated depreciation		30,000.00		
Net property and equipment				865,000.00
TOTAL ASSETS			**P**	**1,007,004.00**
LIABILITIES AND CAPITAL				
Liabilities				
Accounts payable	P	709,803.00		
Accrued Expenses		30,569.00		
TOTAL			P	740,372.00
Dakila Batan, Capital				
Capital, Jan 1	P	500,000.00		
Add Net profit after income tax expense		66,632.00		
Total	P	566,632.00		
Less: Personal Drawing		300,000.00		
Capital, December 31				266,632.00
Total Liabilities and Capital			**P**	**1,007,004.00**

CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class "A" Documents

(1) Legal Documents

- PhilGEPS Registration Number

- Mayor's/ Business Permit

Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

- Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) Technical Documents

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.

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

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Supply and Delivery of BTMS Roll-out Marketing Collaterals" **for FY 2019**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184 and DBM Circular Letter no. 2018-8.

Name of Project	:	"Supply and Delivery of BTMS Roll-out Marketing Collaterals"
Approved Budget for the Contract (ABC)	:	**Two Hundred Eight Thousand and Eight Hundred Pesos only** (Php 208,800.00)
Specifications	:	See the attached Annex "A" for specifications
Location	:	G/F DBM Building III, Gen. Solano St., San Miguel, Manila
Delivery Term	:	**Twenty Five (25) days upon receipt of Notice to Proceed**

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return (for ABCs above Php500k), PhilGEPS Registration Number, Omnibus Sworn Statement and Authority of Signatory, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

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

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **May 6, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Supply and Delivery of BTMS Roll-out Marketing Collaterals" **for FY 2019**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184 and DBM Circular Letter no. 2018-8.

Name of Project	:	"Supply and Delivery of BTMS Roll-out Marketing Collaterals"
Approved Budget for the Contract (ABC)	:	**Two Hundred Eight Thousand and Eight Hundred Pesos only** (Php 208,800.00)
Specifications	:	See the attached Annex "A" for specifications
Location	:	G/F DBM Building III, Gen. Solano St., San Miguel, Manila
Delivery Term	:	**Twenty Five (25) days upon receipt of Notice to Proceed**

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return (for ABCs above Php500k), PhilGEPS Registration Number, Omnibus Sworn Statement and Authority of Signatory, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

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

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For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

Federal Foreign Office

2019-032

CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class "A" Documents

(1) Legal Documents

- PhilGEPS Registration Number

- Mayor's/ Business Permit

Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

- Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) Technical Documents

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.

ANNEX "A"

PRICE QUOTATION FORM

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

Date: _____

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

Sir/Madam:

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

Description	Specification	Quantity	Unit Price	Total Price
Supply and Delivery of BTMS Roll-out Marketing Collaterals	**Pens (Black)** • Retractable • Body Material: Plastic • Color: White • Design: With full-color print *(Design to be provided by the End-user; See Annex D.1)* • Ink Color: Black • Tip Material: Metal	800		
	Notebook • Cover Material: C2S or foldcote • Double-wired • Cover: Customized front / back *(Design to be provided by the End-user; See Annex D.2)* • A5 Size with 80 leaves, with customized logo per bottom of page • 80 gsm	800		

	Coffee Mugs • Color: White • Material: Ceramic • Capacity: Holds 11 ounces • With creative customized full color logo design *(Design to be provided by the End-user; See Annex D.3)* • Dishwasher and microwave safe • Lead Free	800		
	Drawstring Bags • Type: Drawstring Bag • Color: Off white • Material: Standard Canvas • Product Size: 12" x 14" • Imprint Method: Silkscreen • Logo Imprint: Full Color *(Design to be provided by the End-user; See Annex D.4)* • Packaging: Individual Plastic Pouch	800		
	Keychain • Color: White with customized logo design *(Design to be provided by the End-user; See Annex D.5)* • Total Length : 15.1 cm • Material: Rubber • PVC Ring: Iron	800		
	TOTAL:		n/a	

(Amount in Words) _____

_____

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

Very truly yours,

_____

Name/Signature of Representative

_____

Name of Company

_____

Contact No.

ANNEX "B"

TECHNICAL SPECIFICATIONS

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

Bidders must state here either "***Comply***" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item	Technical Specifications		Bidder's Statement of Compliance
Supply and Delivery of BTMS Roll-out Marketing Collaterals	**Pens (Black)** • Retractable • Body Material: Plastic • Color: White • Design: With full-color print *(Design to be provided by the End-user; See Annex D.1)* • Ink Color: Black • Tip Material: Metal	800	
	Notebook • Cover Material: C2S or foldcote • Double-wired • Cover: Customized front / back *(Design to be provided by the End-user; See Annex D.2)* • A5 Size with 80 leaves, with customized logo per bottom of page • 80 gsm	800	
	Coffee Mugs • Color: White • Material: Ceramic • Capacity: Holds 11 ounces • With creative customized full color logo design *(Design to be provided by the End-user; See Annex D.3)* • Dishwasher and microwave safe • Lead Free	800	

ff

	Drawstring Bags • Type: Drawstring Bag • Color: Off white • Material: Standard Canvas • Product Size: 12" x 14" • Imprint Method: Silkscreen • Logo Imprint: Full Color *(Design to be provided by the End-user; See Annex D.4)* • Packaging: Individual Plastic Pouch	800	
	Keychain • Color: White with customized logo design *(Design to be provided by the End-user; See Annex D.5)* • Total Length : 15.1 cm • Material: Rubber • PVC Ring: Iron	800	

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

_____	_____	_____
Name of Company/Bidder	Signature over Printed Name of Representative	Date

ANNEX "C"

SCHEDULE OF REQUIREMENTS

"Supply and Delivery of BTMS Roll-out Marketing Collaterals"

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

ITEM NO.	DESCRIPTION	QUANTITY	DELIVERY SCHEDULE
The contractor shall provide the following needed for the project:			
1.	**Pens (Black)**	800	Twenty Five (25) days upon receipt of Notice to Proceed
2.	**Notebook**	800	
3.	**Coffee Mugs**	800	
4.	**Drawstring Bags**	800	
5.	**Keychain**	800	

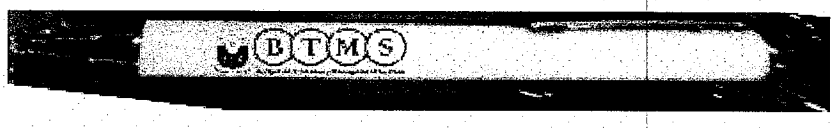
I hereby certify to comply and deliver all the above requirements.

_____	_____	_____
Name of Company/Bidder	Signature over Printed Name of Representative	Date

JH

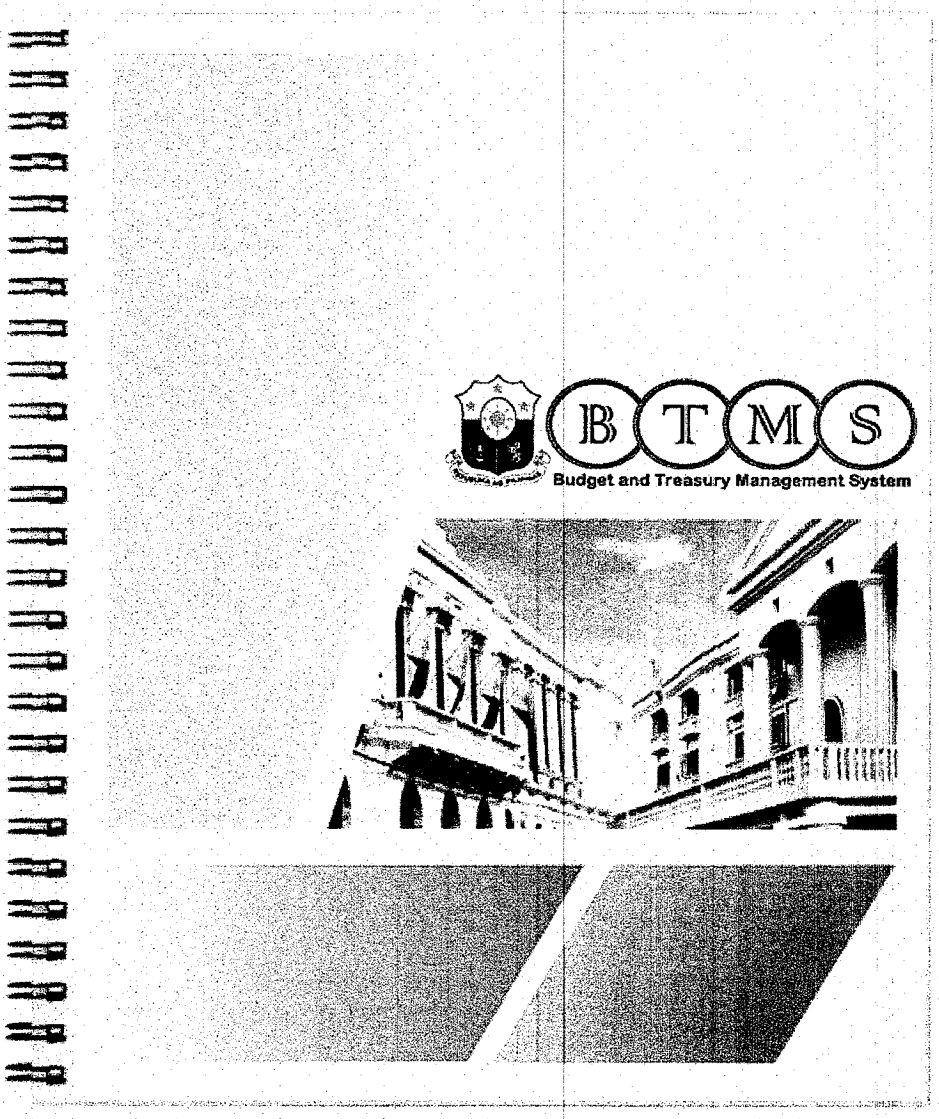
ANNEX "D"

D.1 Pens



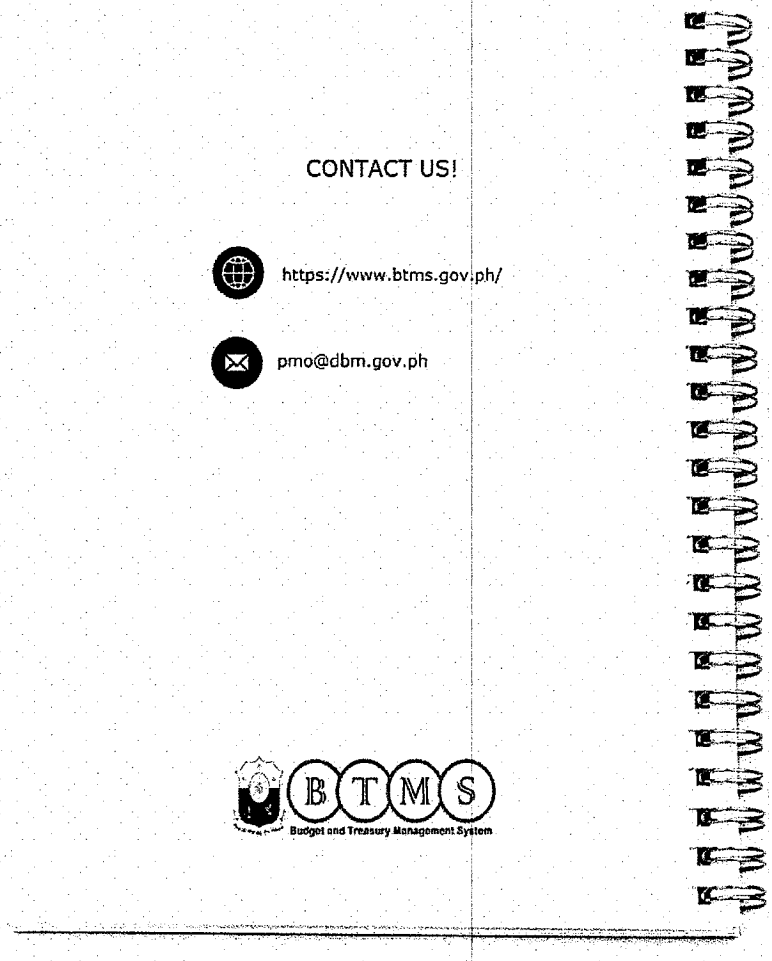
D.2 Notebook

Front cover



Back Cover

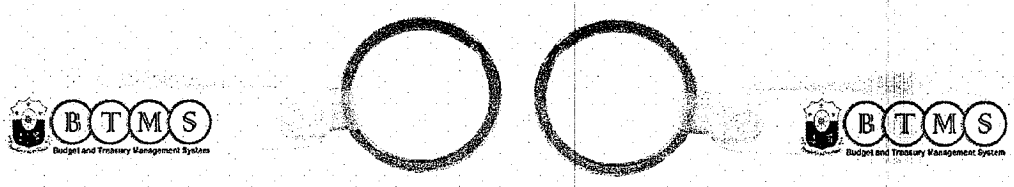
- *Design Website: (http://www.btms.gov.ph/) and Email: (pmo@dbm.gov.ph)*



D.3 Coffee Mug

D.4 Drawstring Bag

D.5 Keychain (800pcs.).



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

   If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

   If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

   If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

   If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]*is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

   If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project].*

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

_____
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this __ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. ___
Page No. ___
Book No. ___
Series of ___

DEPARTMENT OF BUDGET AND MANAGEMENT
Malacanang, Manila

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN No. 4, CY 2019

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget PhP			(Brief Descrip
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100010001	Supply and Delivery of BTMS Roll-out Marketing Collaterals	OCIO	NP-Small Value	28-Mar-19	4-Apr-19	4-Apr-19	10-Apr-19	GoP	208,800.00	208,800.00		Provision of collater Project Managemer conducted for the pa
100010001	Replacement of Defective Parts for the Jardine Schindler Passenger Elevators	AS	NP-Emergency Cases	N/A	N/A	20-Mar-19	20-Mar-19	GoP	147,616.00	147,616.00		For the replacement (2) units passenger DBM.
100010001	Reproduction of ISO 9001:2015 Standard Certificates	CPMS	NP-Adjacent or Contiguous	N/A	N/A	26-Mar-19	26-Mar-19	GoP	34,496.00	34,496.00		Reproduction of ISC connection with DBI the Certification Bod Management Syster Intern the to This supersedes the Supplemental Annua No. 2, dated Februa change in the Mode
								TOTAL:	390,912.00	390,912.00	-	
								GRAND TOTAL:			390,912.00	

Prepared by BAC SECRETARIAT :

AARON ALBERTO A. ESCALONA

[✓] Approved
[ ] Disapproved

RECOMMENDING APPROVAL :

MERIKA JOANNA DELA PEÑA
B.U.D.G.E.T. Representative

EDEN D. PANGILINAN
Member

not present
YOLANDA R. REYES
Member

ROSEMARIE D. PAGALA
Alternate Member

RYAN S. LITA
Vice Chairperson

CLARITO ALEJANDRO D. MAGSINO
Chairperson

JANET B. ABUEL
Officer-in-Charge, DI
Date: March 19, 201

① ABC Determination
Detailed Breakdown
per COA

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO ST., SAN MIGUEL, MANILA

March 5, 2019

MEMORANDUM

F O R : The Chairperson, Bids and Awards Committee (BAC)

T H R U : Director Dolores E. Galura
Finance Service

NS FY 2018 unobliq. allot amounts continuing in FY 2019 3/11

F R O M : Undersecretary Lilia C. Guillermo
Chief Information Officer
BTMS Steering Committee Chairperson

SUBJECT : SUBMISSION OF SUPPLEMENTAL PROJECT PROCUREMENT PLAN (PPMP) FOR CY 2019 FOR THE PROJECT – SUPPLY AND DELIVERY OF BTMS ROLL-OUT MARKETING COLLATERALS

1.0 This concerns the proposed project for the supply and delivery of Budget and Treasury Management System (BTMS) Roll-out Marketing Collaterals.

The marketing collaterals will be used by the BTMS Project Management Office (PMO) in the roll-out to be conducted to the national government agencies, pursuant to DBM Circular Letter (CL) No. 2019-4 dated January 14, 2019[1].

2.0 The abovementioned project has a proposed cost of PHP 208,800.00, inclusive of VAT and will be charged against the Public Financial Management (PFM) funds.

3.0 In order to support the submission of the Supplemental Project Procurement Plan (PPMP) for this project, please find the following attached documents:

- Technical Specifications
- Certificate of Due Diligence
- Quotations from Available Suppliers
- Abstract of Quotations

4.0 For appropriate action, please. Thank you.

Department of Budget and Management
RECEIVED
MAR 06 2019
BY:
Director's Office
FINANCE SERVICE

Lilia C. Guillermo

LILIA C. GUILLERMO

[1] (Guidelines on the Adoption and Use of the Budget and Treasury Management System for Budget Utilization) (copy attached).

3/10/19

AARON ALBERTO A. ESCALONA
Procurement Management Division

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO ST., SAN MIGUEL, MANILA

March 5, 2019

MEMORANDUM

F O R : **Undersecretary Lilia C. Guillermo**
Budget and Treasury Management System (BTMS)
Steering Committee Chairperson

F R O M : **Director Andrea Celene M. Magtalas**
ICTSS

SUBJECT : **SUBMISSION OF SUPPLEMENTAL PROJECT PROCUREMENT PLAN (PPMP) FOR CY 2019 FOR THE PROJECT – SUPPLY AND DELIVERY OF BTMS ROLL-OUT MARKETING COLLATERALS**

1.0 May we respectfully submit, for the Undersecretary's consideration, the attached documents pertaining to the Supplemental PPMP for the Project – Supply and Delivery of BTMS Roll-Out Marketing Collaterals.

Said marketing collaterals will be used by the BTMS PMO in its rollout to national government agencies of the BTMS Budget Utilization Module, pursuant to Circular Letter (CL) No. 2019-4 dated January 14, 2019[1].

2.0 For consideration, please. Thank you.

ANDREA CELENE M. MAGTALAS

Department of Budget and Management
RECEIVED
MAR 06 2019
BY:
Director's Office
FINANCE SERVICE

OFFICE OF USEC GUILLERMO
11:50 MAR 6, 2019

[1] Guidelines on the Adoption and Use of the Budget and Treasury Management System for Budget Utilization

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

CIRCULAR LETTER

No. 2019 - 4
January 14, 2019

TO : All Heads of Departments, Agencies, Bureaus, Offices, Commissions of the National Government, State Universities and Colleges, including those maintaining Special Accounts in the General Fund, and Other Instrumentalities of the Government, Chiefs of Financial and Management Services, COA Auditors, MDS — Government Servicing Banks, and All Others Concerned

SUBJECT : **GUIDELINES ON THE ADOPTION AND USE OF THE BUDGET AND TREASURY MANAGEMENT SYSTEM FOR BUDGET UTILIZATION**

1.0 RATIONALE

To standardize and automate the budget utilization of the spending agency through the adoption and use of the Budget and Treasury Management System (BTMS) as the core and foundation of an integrated Financial Management Information System (FMIS) and the sole means for obligating, disbursing, and reporting all government expenditures.

2.0 PURPOSE

2.1 To prescribe the guidelines in the adoption and use of the BTMS for budget utilization.

2.2 To facilitate the adoption and use of the BTMS by all National Government Agencies (NGAs) for budget utilization and fiscal and financial reporting.

3.0 COVERAGE

This Circular Letter covers all Agencies of the National Government with budgetary appropriations in the General Appropriations Act (GAA).

4.0 KEY FEATURES OF THE BTMS

4.1 The BTMS is an integrated and web-based FMIS built on a centralized database to support the Public Financial Management (PFM) processes of the government.

4.2 The BTMS covers the budget execution and the budget utilization phases of the National Budget cycle and supports the following PFM functions: budget management, commitments management, payments management, receipts management, cash management, debt management, property, plant and equipment (i.e., fixed assets), accounting, and fiscal reporting.

4.3 The BTMS provides standard workflow and signing authorities ensuring proper segregation of duties and enforcement of budget execution controls.

4.4 The BTMS is secure and compliant with digital documents enforceability as prescribed under Republic Act No. 8792, also known as the Electronic Commerce Act of 2000.

5.0 USING THE BTMS FOR BUDGET UTILIZATION

5.1 A major functionality of the BTMS is Budget Utilization (BU). The BTMS-BU shall be used to carry out expenditures in accordance with the GAA.

5.2 The BTMS-BU provides standard workflows and signing authorities for the budget utilization processes. These standards are described in the Annex A hereof.

5.3 The BTMS-BU generates standard forms, documents and reports in digital form with an option to print hard copies. The forms, documents and reports generated by the BTMS are listed in the Annex B hereof.

5.4 The BTMS-BU produces comprehensive financial reports, at the aggregated or consolidated level, and at the disaggregated level, covering Financial Statements, Standard and Custom Reports, and Planning and Performance Management Reports (refer to Annex B – Standard Forms, Financial Statements, and Reports).

5.5 The BTMS-BU operates in the following modes:

5.5.1 **Transaction Mode**. In this mode, each step of a process is conducted in the system, according to a pre-defined workflow, with enforcement of budget execution controls.

5.5.2 **Encoding Mode.** In this mode, all the steps of the process are conducted outside the system, which will later be encoded into the system.

5.6 The BTMS-BU supports two (2) disbursement frameworks:

5.6.1 **Modified Disbursement Scheme, or MDS.** This is the current disbursement scheme and banking arrangement used by the NGAs, and operated by the Government Servicing Banks (GSBs). In this framework, the bulk of payments are issued by the NGAs via the List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) against their MDS sub-account; and those costing ₱10,000 or less via checks.

5.6.2 **Treasury Single Account, or TSA.** This is the future disbursement scheme and banking arrangement involving the BTMS and the TSA at the Bangko Sentral ng Pilipinas. With this framework, payments are issued by the NGAs via a transaction in BTMS, generating an Electronic Fund Transfer (EFT) from the TSA to the payee's bank account in any bank.

6.0 IMPLEMENTATION STRATEGY

6.1 The initial implementation of the BTMS–BU shall be guided by the following strategy:

6.1.1 High Value Transactions

6.1.1.1 For transactions amounting to ₱1 Million and above, the NGAs shall use the BTMS-BU module in transaction mode as defined in item 5.5.1 hereof for each step of the expenditure process, in conformance with the standard workflows and signing authorities (refer to Annex A).

6.1.2 Low Value Transactions

6.1.2.1 For transactions amounting to less than ₱1 Million, the NGAs shall use the encoding mode as defined in item 5.5.2 hereof.

6.1.2.2 Accordingly, the NGAs will still adopt the current manual procedure, then thereafter encode the transactions in the BTMS-BU module.

6.1.2.3 The encoding in the BTMS-BU module shall be done at regular intervals but not later than 30 calendar days after payment to the payee.

6.2 All payments shall be recorded in the BTMS-BU module, including Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), Capital Outlays (CO), and Financial Expenses (FinEx).

6.3 Reports conform with the GAM and are enhanced to facilitate the consolidation of Financial Accountability Reports (FARs) and other related reports of the National Government.

7.0 RESPONSIBILITIES

7.1 Responsibilities of the Agency:

7.1.1 Ensure that all transactions are carried out under the BTMS-BU by July 1, 2019, using the transaction mode for high value transactions, and the encoding mode for low value transactions.

7.1.2 Designate the appropriate team of personnel to handle the smooth implementation of the BTMS-BU.

7.1.3 Appoint employees to be trained as power users of the BTMS-BU module. There shall be two (2) categories of users, namely, transaction users (that will use BTMS in the transaction mode), and encoding users (that will use the BTMS in the encoding mode).

7.1.4 Agency's power users shall replicate the training to the agency's staff.

7.1.5 Provide its own computational resources (i.e., PCs, laptops, printers, scanners) and communications (i.e., access to the internet) for its users to access the BTMS via the internet.

7.2 Responsibilities of the DBM:

7.2.1 Provide the necessary user licenses for the BTMS.

7.2.2 Provide formal training on the BTMS-BU module to the Agency to be power users; which includes:

7.2.2.1 Computer-based training and eLearning modules.

7.2.2.2 User's Manual and Quick Reference Guide for easy access and navigation in using the BTMS-BU module.

7.2.3 Provide a Helpdesk to support the agency power users.

7.2.4 Maintain the BTMS application and its underlying IT infrastructure.

7.2.5 Monitor compliance by all agencies with the use of the BTMS-BU module.

7.2.6 Provide additional guidelines as may be necessary for the continued and full implementation of the BTMS.

8.0 EFFECTIVITY

This Circular Letter shall take effect immediately.

BENJAMIN E. DIOKNO
Secretary

ANNEX A - Standard Workflows and Signing Authorities

The BTMS's transaction workflow is GAM-compliant with standard approval levels and accompanying signing authorities.

The system's transitioning mechanism starts with the requesting unit as the creator and follows through with an escalating level of approvals each of which should be consistent with the agency's organizational structure.

The system can accommodate three levels of review (line approvers) before it transitions to the final approvers.

Table 1. Shows the prescribed standard workflow for commitments management. It should be noted that final approvers vary based on the threshold amount with the following categories: ₱ 1,000,000 to ₱ 5,000,000; ₱ 5,000,001 to ₱ 100,000,000, and those that are over ₱ 100,000,000.

Transaction Approval Workflow							
	CREATOR	1L APPROVER	2L APPROVER	3L APPROVER	FINAL APPROVER 1M to 5M	FINAL APPROVER > 5M to 100M	FINAL APPROVER > 100M
Obligation	Requesting Unit **Processor**	Requesting Unit* **Head of B/S/O**	Budget Division **Processor**		Budget Division* **Chief**	Budget Division* **Chief**	Budget Division* **Chief**
Purchase Request	Requesting Unit **Processor**	Requesting Unit* **Head of B/S/O**	Procurement Service / Division **Processor**		Procurement Service / Division* **Director**	Procurement Service / Division* **Director**	Procurement Service / Division* **Director**
Purchase Order	Procurement Service / Division **Processor**	Procurement Service* **Head of Procurement**	Budget Division **Division Chief**		Procurement Service* **Head of Procurement**	Procurement Service* **Head of Procurement**	Procurement Service* **Head of Procurement**
Goods Received Note	Property Division **Processor**				Property Division **Division Chief**	Property Division **Division Chief**	Property Division **Division Chief**
Disbursement	Requesting Unit **Processor**	Requesting Unit* **Head of B/S/O**	Accounting Office / Division **Processor**	Accounting Office / Division **Chief Accountant**	Finance Service Director or equivalent	Assistant Secretary / Undersecretary for Finance	Department Secretary / Head of Agency

** As per GAM, this requires an authorized official or representative*

Table 2. Shows the prescibed transaction approval workflow for payments and receipts management.

Transaction Approval Workflow					
	CREATOR	1L APPROVER	2L APPROVER	3L APPROVER	FINAL APPROVER
PAYMENT CASH (Specific to BTMS)	Cash Division Processor	Cash Division Division Chief			HR Admin Services Director
Revenue Voucher (Order of Payment)	Accounting Division Processor				Accounting Division Chief Accountant
Revenue Receipt Voucher (Receipt)	Cash Division Processor				Cash Division Division Chief
Journal Entry Voucher	Accounting Division Processor				Accounting Division Chief Accountant
CHECK / Advice to Debit Account (ADA)	Cash Division Processor	Cash Division Division Chief			HR Admin Services Director
List of Due and Demandable Accounts Payable (LDDAP)	Cash Division Processor	Accounting Division Chief Accountant			Finance Service Director

Table 3. Presents the functionalities as well as its transaction approval workflow (under the Budget Control Update Voucher [BCUV] of the BTMS) **for the purposes of modification of allotments.**

Transaction Approval Workflow					
BUDGET CONTROL UPDATE VOUCHER (BCUV)	CREATOR	1L APPROVER	2L APPROVER	3L APPROVER	FINAL APPROVER
Reallocation Advice for user of Personnel Services Appropriation (RAPSA)	Budget Division Processor				Budget Division Budget Chief
Realignment Advice Form (RAF)	Budget Division Processor				Budget Division Budget Chief
Sub Allotment Advice (SAA)	Budget Division Budget Chief				Budget Division Budget Chief
Notice of Transfer Allocation (NTA)	Accounting Division Processor				Accounting Division Chief Accountant

Department Orders issued by each agency concerning approval levels on its budget execution transactions should therefore be in line with the standard workflow and signing authorities as prescribed in this Circular Letter.

ANNEX B - Standard Forms, Financial Statements, and Reports

B.1 Transaction Forms
1. Purchase Request
2. Commitment Request
3. Obligation Request
4. Purchase Order
5. Goods Receipt Note
6. Goods Return Note
7. Disbursement Voucher
8. Journal Entry Voucher
9. Order of Payment
10. Official Receipt
11. Letter of Authority
12. List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA)

B.2 Financial Statements
1. Statement of Financial Position
2. Statement of Financial Performance
3. Statement of Cash Flows
4. Statement of Changes in Net Assets/ Equity
5. Statement of Comparison of Budget and Actual Amounts

B.3 Standard and Custom Reports
1. Registry of Allotments, Obligations and Disbursements
2. Accounts Payable Report
3. Index of Payment Report
4. Alphabetical List of Taxes Withheld from Vendors Report
5. Withholding Tax Report
6. Advice of Check Issued and Cancelled Report
7. Summary List of Check Issued Report
8. Check Issued Report
9. List of Journal Entry Voucher Report
10. Revenue Collection and Deposit Report
11. Schedule of Subsidiary Ledger Balances Report
12. Subsidiary Ledger Report
13. General Journal
14. Registry of Appropriations and Allotments
15. Registry of Allotment, Obligation and Disbursements
16. Inventory and Inspection report of unserviceable property
17. PAR Issuance Control
18. Report on Physical Count of PPE

19. Waste Materials Reports

B.4 Planning and Performance Management Reports
1. BAR 1: Quarterly Physical Report of Operation
2. BED 1: Financial Plan
3. BED 2: Physical Plan
4. BED 3: Monthly Disbursement Program
5. FAR 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances
6. FAR 1A: Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures
7. FAR 1B: List of Allotments and Sub-Allotments
8. FAR 2: Statement of Approved Budget, Utilizations, Disbursements and Balances
9. FAR 2A: Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures
10. FAR 3: Aging of Due and Demandable Obligations
11. FAR 4: Monthly Report of Disbursement
12. FAR 5: Quarterly Report of Revenue and Other Receipts

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO ST., SAN MIGUEL, MANILA

CERTIFICATE OF DUE DILIGENCE

This is to certify that the Project Supply and Delivery of BTMS Marketing Collateral for the Budget and Treasury Management System (BTMS), the Office of the Chief Information Officer (OCIO) conducted a market research and requested quotations from the following lessors:

a. JDR Trading Services
b. Langhoff Promotions Inc.
c. Purpletag, Inc.

From the above-listed suppliers, JDR Trading Services submitted the lowest best possible quotation for all the items.

This Certification is being issued to support the proposed Budget for the Contract for the proposed Project.

LILIA C. GUILLERMO
Undersecretary

Department of Budget and Management
Office of Chief Information Officer

PROJECT PROCUREMENT MANAGEMENT PLAN
(CY 2019)
PPMP

CODE	PROGRAMS, ACTIVITIES, AND PROJECTS	TYPE	IMPLEMENTATION PERIOD	QUANTITY /SIZE	ESTIMATED BUDGET	PROCUREMENT METHOD	Brief Description
	Supply and Delivery of BTMS Roll out Marketing Collaterals	MOOE	April 2019	1 lot	208,800.00	Small Value Procurement	To be used for current and future roll out to other Agencies (as per Circular Letter No. 2019-4). To serve as marketing tools, and for users to be more engaged in trainings. To help the BTMS project deliver the goal of the BTMS through useful merchandise. These will will also be provided as prizes for Government employees participating in the training activities.To increase BTMS project awareness, recognition and familiarity to Government agancies and to the public as well.
	TOTAL				**208,800.00**		

Prepared by:

JOYCE ANN C. TAN
Office of ASEC Magsino

Recommended by:

ANDREA CELENE M. MAGTALAS
Director/ICTSS

Approved by:

LILIA C. GUILLERMO
Undersecretary/CIO

BTMS MARKETING COLLATERALS
PROJECT PROCUREMENT MANAGEMENT PLAN FY 2019

REQUIREMENTS	Quantity	Unit	Cost	Total Budget (BTMS)		Remarks
Rollout Marketing Collaterals (BTMS)				***208,800.00***		To be used for current and future roll out to other Agencies. To serve as marketing tools, and for users to be more engaged in trainings. To help the BTMS project deliver the goal of the BTMS through useful merchandise. These will will also be provided as prizes for Government employees participating in the training activities.To increase BTMS project awareness, recognition and familiarity to Government agancies and to the public as well.
Pens (Black)	800	pcs	30.00	12,800.00		
Notebook	800	pcs	120.00	56,000.00		
Coffee Mugs	800	pcs	120.00	56,000.00		
Drawstring bags	800	pcs	120.00	60,000.00		
Keychain	800	pcs	30.00	24,000.00		
TOTAL				**208,800.00**		**Inclusive of VAT**

Prepared by:

JOYCE ANN C. TAN

Noted by:

DIR. ANDREA CELENE M. MAGTALAS

ABSTRACT OF QUOTATIONS

Project Title: Supply and Delivery of BTMS Roll out Collaterals
Proposed Budget : Php 208,800
Period: 2019

Description	**JDR Trading Services**	**Langhoff Promotions Philippines Inc.**	**PurpleTag Inc.**
	312 Tindalo St., Sucat, Muntinlupa City	The Penthouse, 5/F Yupangco Bldg. 339 Sen. J. Gil Puyat Ave., 1209 Makati City	1 Southway Condominium, Mayapis Cor. Bakawan St., San Antonio Village, Makati City
	Contact person: Jessica Delos Reyes Proprietor	Contact person: Rhea Faye Mendoza Junior Sales Executive	Contact Person: Franz Hermoso Account Executive
	*Attached quotation	*Attached quotation	*Attached Incomplete quotation *Other items are not yet available as of the moment
Remarks	*Philgeps registered (2016-164331) *VAT Inclusive	*Philgeps registered *VAT Inclusive	*Philgeps registered
Total Price, Php (VAT Inclusive)	**208,800.00**	**353,920.00**	Incomplete

Technical Specifications/TOR

Supply, and Delivery of BTMS Roll Out Marketing Collaterals

Delivery Date: April 1, 2019

Pens (800 pcs.)

- Retractable
- Body Material: Plastic
- Color: White
- Design: with full-color print (design to be provided by the End-user)
- Ink Color: Black
- Tip Material: Metal

Notebooks (800 pcs.)

- Cover Material: C2S or foldcote
- Double-wired
- Cover: customized front/back (design to be provided by end-user)
- A5 Size with 80 leaves, with customized logo per bottom of page
- 80gsm

Approved plastic (transparent) cover ?

Coffee Mugs (800 pcs.)

- Color: White
- Material: Ceramic
- Capacity: Holds 11 ounces
- With creative customized full color logo design (to be provided by End-user)
- Dishwasher and microwave safe
- Lead Free

Drawstring bag (800 pcs.)

- Type: Drawstring Bag
- Color: Off white
- Material: Standard Canvas
- Product Size: 12" x 14"
- Imprint Method: Silkscreen
- Logo Imprint: Full Color (Design provided by End-user)
- Packaging: Individual Plastic Pouch

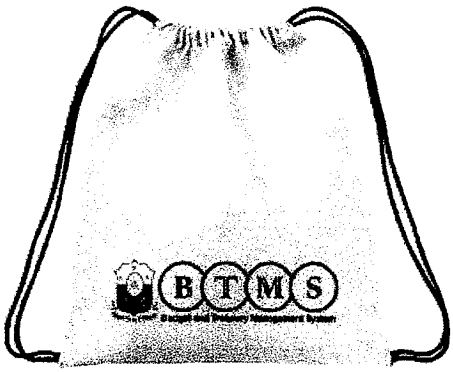
Keychain (800 pcs.)

- Color: white with customized logo design (to be provided by end-user)
- Total Length : 15.1 cm
- Material: Rubber
- PVC Ring: Iron

Pens

Coffee Mug

Draw String Bag



transparent ?
* clarify no need to indicate "seen through"

~~be visible~~ ?

visible ?

FOR NOTE BOOK

Front Plastic Cover (When the plastic cover is closed, the inside first sheet will be seen through and the BTMS logo will fit in the monitor of first sheet)

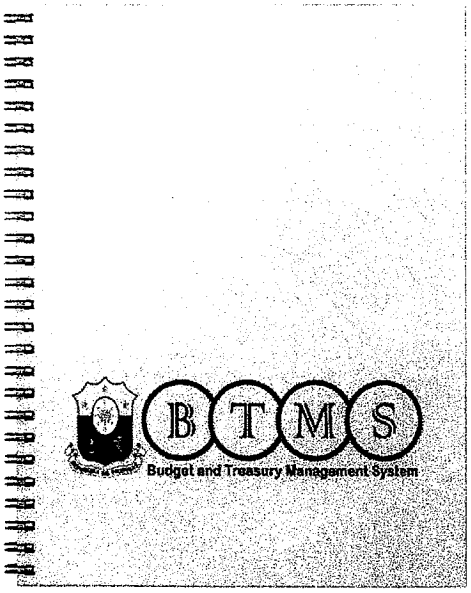
?

~~note~~

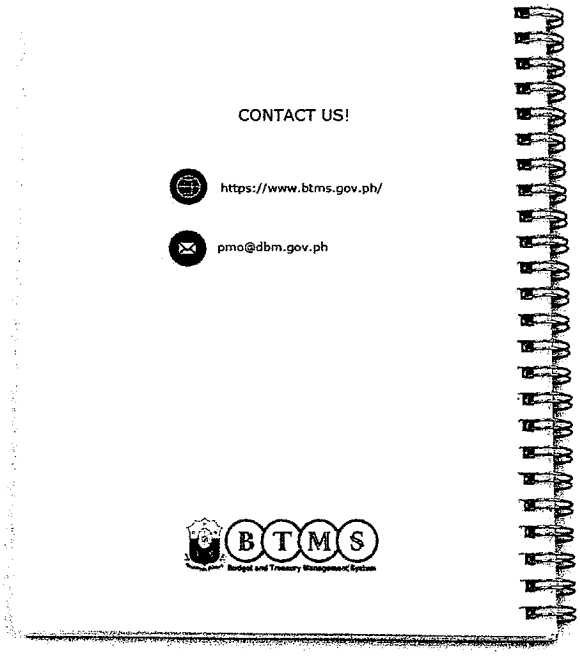
is this part of the notebook ?

?

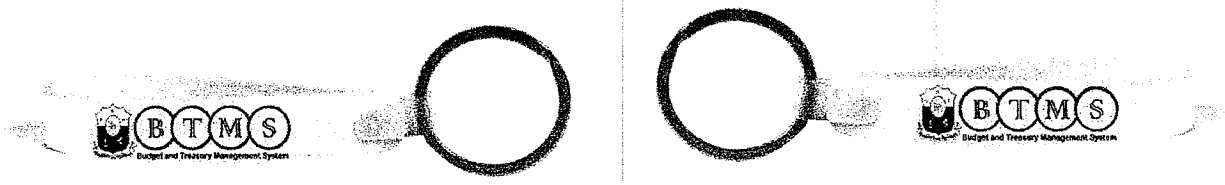
Notebook cover



Notebook Back Design Website: (http://www.btms.gov.ph/) and Email: (pmo@dbm.gov.ph)



Keychain (800pcs.)



BTMS LOGO

JDR Trading Services

March 4, 2019

Ms. Joyce Tan
Department of Budget & Management

Dear Ms. Tan,

Greetings in Christ!

We are writing in response to your Request for Quotation for CORPORATE GIVEAWAYS.

Please find below our best offer for your requirements:

ITEM / SPECIFICATION	UNIT / PCS	AMOUNT PER PC	TOTAL
Giveaway Ballpen Type: Retractable Body Type: Plastic with Color: Black Ink Color: Black Design: With full color print (design as per TOR)	800 pcs	Php 16.00	Php 12,800.00
Giveaway Notebook Size: A5 Cover Material: C2S or foldcote with full color print on both sides Pages: 80 leaves, ruled pad, with customized logo on bottom of page	800 pcs	Php 70.00	Php 56,000.00

JDR Trading Services

ITEM / SPECIFICATION	UNIT / PCS	AMOUNT PER PC	TOTAL
Giveaway Coffee Mug Type: Ceramic Color: White Capacity: 11 ounces Design: With full color print (design as per TOR) With individual box	800 pcs	Php 70.00	Php 56,000.00
Giveaway Bag Type: Drawstring Material: Standard Canvas Size: 12 x 14 Color: Off White Design: Full color sublimation print (design as per TOR) With individual plastic packaging	800 pcs	Php 75.00	Php 60,000.00
Giveaway Keychain Material: Rubber Color: White With Key ring Design: Full color UV print (design as per TOR)	800 pcs	Php 30.00	Php 24,000.00

JDR Trading Services

Total Contract Amount: Php 208,800.00

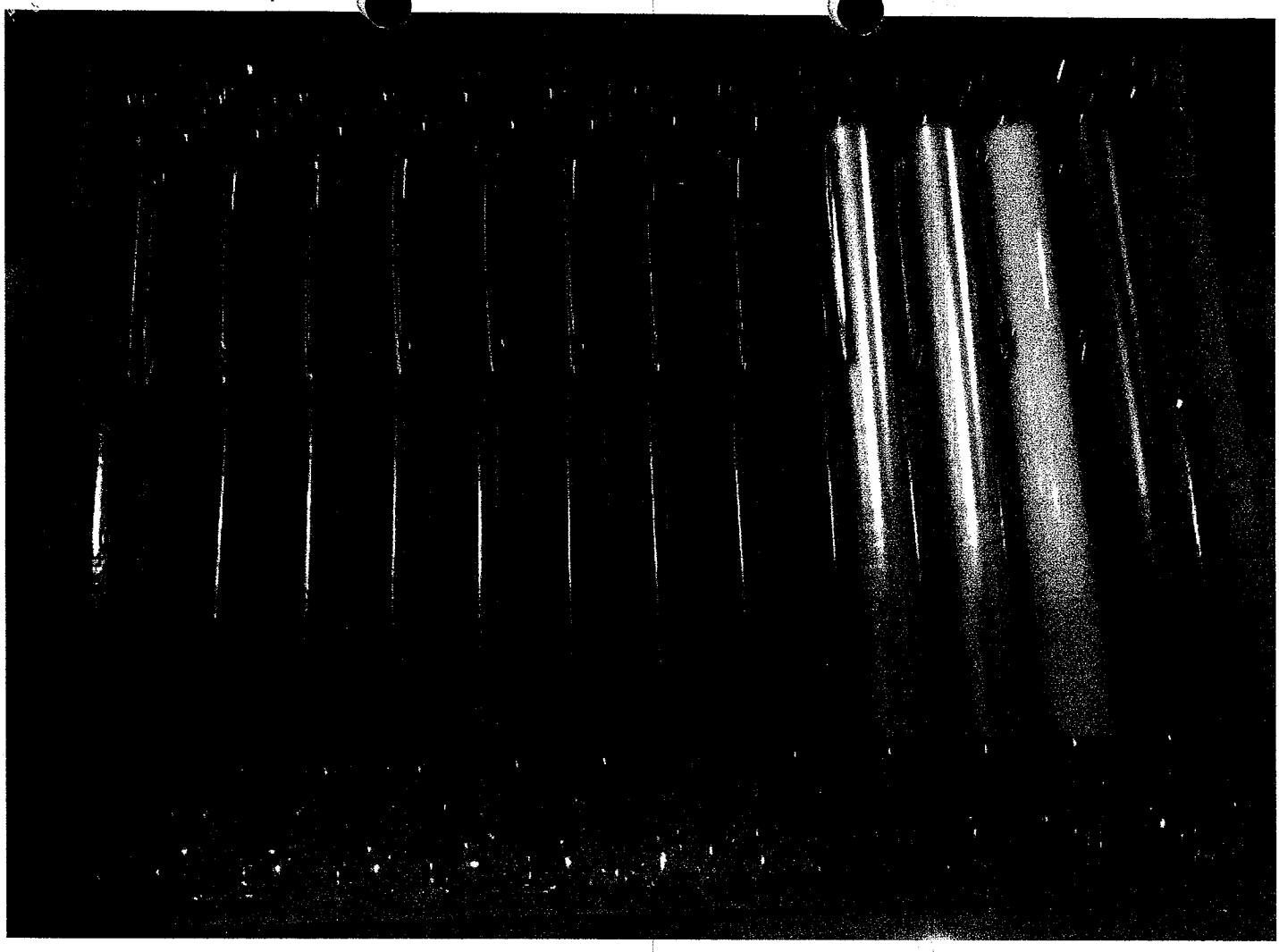
- **Price Validity: 30 days**
- **Terms: Government**
- **Delivery: 10-15 calendar days upon approval of final sample**

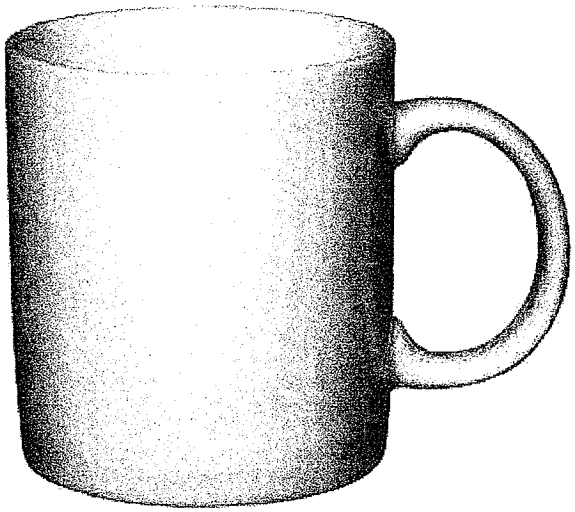
Thank you and we look forward to doing business with you.

Very Truly Yours,

Jessica Mae Cruz – Delos Reyes
Proprietor
+63995-4488625
jes.mae.cruz@gmail.com


DL 57
2018
2018





LANGHOFF
connect your brand

Langhoff Promotion Philippines Inc.
The Penthouse, 5/F Yupangco Building
339 Sen. Gil Puyat Ave. cor. N. Garcia St.
Makati City, 1209 Philippines
T: (632) 478 6888 F: (632) 478 6688
Connect Your Brand www.langhoff.ph

PRODUCT QUOTATION — Q19-0120

General Information

Issue Date : 5-Mar-19
PO Number :
Delivery Date :

Payment Terms : 60% DP upon Receipt of PO and Final Design
40% FP prior to Full Delivery

PLEASE MAKE CHECK PAYABLE TO:

Payee's Name : Langhoff Promotion Philippines, Inc
TIN : 243-391-659-000

Buyer Information

Company Name : DBM-BTMS
Address : General Solano St., San Miguel, Malacañang, Manila
Delivery :
Contact Person : Joyce Ann C. Tan
Trunkline : +632 6573300 loc. 2603
Facsimile :
E-mail : jtan@dbm.gov.ph
Mobile :

Qty Pcs	Description of Goods	Unit Price Php	Amount Php
800	**Moleskine Type Notebook** Product Color: As per available Logo Imprint: Silkscreen; 1 Color, 1 Position Packaging: Individual Polybag	85.00	**68,000.00**
800	**Ceramic Mug** Product Color: White Logo Imprint: Sublimation; 1 Color, 1 Position Packaging: Individual Box	70.00	**56,000.00**
800	**Parker Type Pen** Product Color: White Logo Imprint: Silkscreen; 1 Color , 1 Position Packaging: Bulk Packaging	45.00	**36,000.00**
800	**Rubberized Keychain** Size: 1 inch Product Color: White Logo Imprint: Silkscreen; 1 Color, 1 Position Packaging: Bulk Packaging	55.00	**44,000.00**
800	**Drawstring bag** Material: Nylon Oxford Product Color: As per client's request Product Size: approx. H17" x 14" Logo Imprint: Silkscreen; 1 Color, 1 Position Packaging: Individual Polybag	140.00	**112,000.00**
			316,000.00
	Add: 12% VAT		**37,920.00**
4000	**TOTAL COMMERCIAL VALUE**	**Php**	**353,920.00**

PRODUCTION LEADTIME:

Proofsheet: (1 - 2) day/s upon receipt of Purchase Order and high resolution logo / artwork.
Pre-production: (10 - 14) days upon receipt of approved and signed Proofsheet & Down Payment.
Mass Production: Approx 35 working daysupon approval of Pre-production Sample

IMPORTANT NOTES

***DP should be collected not later than 7 days upon receipt of invoice to avoid delays in production**
**** Strictly no delivery without DP**

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Connect Your Brand www.langhoff.ph

PRODUCT QUOTATION		Q19-0120
Upon placing Purchase Order to Langhoff Promotion for above requirements, the customer agrees that such Purchase Order conforms to our Terms & Conditions stated in www.langhoff.ph/shops/sales-and-delivery-terms.		
SIGNATURES		
Prepared by:	Verified by:	Approved by:
Rhea Faye T. Mendoza Junior Sales Executive	**RACHEL E. PASCUAL** General Manager	**Joyce Ann C. Tan** #REF!

Q19-0120
Date: **5-Mar-19**

TERMS OF OFFER AND ACCEPTANCE

1. Unless otherwise specified, the items, as stated in this pro forma invoice, shall be the final basis of the BUYER'S payment to SELLER. Any and all changes to be made in the items such as quantities, colors, dimensions, materials, and the like, must be brought to the attention of the SELLER by the BUYER in writing within five (5) days from signing of this contract. SELLER binds itself to correct and remedy defects for which it is liable provided it is relayed in writing by the BUYER within five (5) days from signing of the pro forma invoice. Otherwise, said changes as requested or claimed by the BUYER shall not be the responsibility nor the liability of the SELLER. Additional costs arising from such change shall be for BUYER'S account. BUYER shall not withhold payment or payments for any reason whatsoever.

2. Should SELLER agree to any adjustments in size / color / fabric, after the orders shall have been manufactured and/or delivered, and said adjustments are not stipulated in the original agreement, BUYER agrees to pay for additional cost of materials, delivery charges and the like. (Any expenses / cost of materials arising from said work shall still be for BUYER'S accounts even if BUYER decides not to proceed with said refurbishing correction have been accomplished.

3. Slight color and dimension variations may occur from one item to another, and delivered item may vary slightly from sample reference. BUYER agrees that contract cannot be rescinded for such reason and for any damage withheld by reason of divergence in the shade and measurement deviation of delivered item, if such changes are made to improve the item(s).

4. The BUYER is obliged to report in writing any defect in the items delivered by the SELLER before the lapse of five (5) working days from completion of the delivery. Failure of which the BUYER shall be conclusively deemed to have accepted the item as having been done properly, in good order and condition and to his full satisfaction.

5. Materials, dimensions and process may be changed when Technological Development becomes available to improve the quality of the item(s) upon the option of the SELLER.

6. If for any reason, the BUYER fails to provide the SELLER the data required to enable the SELLER to start manufacturing within five (5) days from the signing date of this contract, the prices agreed upon shall be subject to confirmation by the SELLER even if payments have already been made. Delivery date as agreed upon shall likewise be subject to reconfirmation.

Langhoff Promotion Philippines Inc.
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7. In the case of refurbishing of items, SELLER does not guarantee 100% matching of color, finishing and materials; SELLER however, binds himself to provide and match BUYER specification as close as possible. Should damage or breakage occur to the items refurbished due to material condition or some defect of the refurbished item, BUYER releases SELLER from any obligation arising there from. And expenses/ cost of materials arising from said work shall still be for BUYER'S account even if the BUYER decides not to proceed with said refurbishing.

8. SELLER is not obligated to manufacture nor deliver items ordered unless the approved terms of payment have been accepted and fully complied with by the BUYER. Any delays arising from non-compliance of payment terms and non-submission of complete and final specifications as required by the SELLER shall not be a cause for withholding any payment due. In the absence of specified materials, measurements, finishing and the like, SELLER shall use standard available materials and technique to produce items ordered and BUYER releases SELLER from claims pertaining thereto.

9. All overdue accounts shall incur a three percent (3%) penalty charge per month from the date of default and in case of suit, the BUYER agrees to pay attorney's fees equivalent to twenty five percent (25%) of the total amount due or a minimum sum of FIVE THOUSAND PESOS (Php 5,000), in addition to all expenses incurred in case of litigation. In the event of suit the parties hereby submit themselves to the exclusive jurisdiction and venue of the proper Courts of Makati City.

10. If for any reasons whatsoever, the BUYER decides not to proceed with the contract, or decides to change specifications, after 5 calendar days have lapsed from the date the contract was signed, or when the material have already been prepared and cut to size or colored, the BUYER agrees to pay for the cost of materials already used and labor already performed on the items.

11. The SELLER shall not be liable or held responsible for any delay or non-delivery of items herein contracted due to BUYER'S non-compliance with the terms of payment contained in this contract.

12. The right to repossess and pull out the items is reserved by the SELLER in the event that the BUYER should fail to comply fully with the terms and condition stated herein; and payments already made by BUYER shall be forfeited in SELLER'S favor, the same to be considered as rental for the use of the articles and/or liquidated damages.

13. This offer and all the conditions herein form an integrated part of any other agreement entered into by the BUYER with the SELLER. Also, all the conditions herein shall be an integral part of the BUYER'S Purchase Order as reference or basis, unless SELLER stipulates and expressly waives any such condition (s).

14. The BUYER represents that he has read all the provisions of this contract and fully understood them and there are no other assurances, promises or representation from the SELLER, its representatives or employees except those appearing in this contract.

Conforme : _____
Client: **Joyce Ann C. Tan**
#REF!

Date : _____

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The Penthouse, 5/F Yupangco Building
339 Sen. Gil Puyat Ave. cor. N. Garcia St.
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PRODUCT QUOTATION **Q19-0120**

PURPLE TAG.INC.

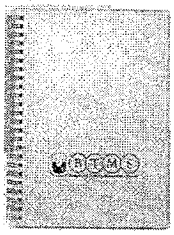
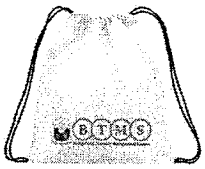
1 Southway Condominium
Nayapis cor. Bakawan Sts.
San Antonio Village, Makati City
1203 Philippines

Tel (632) 894 1500
Fax (632) 894 3590
Email info@purpletag.com

www.purpletag.com

QUOTATION

Company	**DEPARTMENT OF BUDGET AND MANAGEMENT**	Ref No.	15714.01112019.01
Attention	**Ms. Joyce Ann C. Tan**	From	**Franz Hermoso**
Telephone	**+632 657 3300 loc. 2603**	Telephone	**894 1500 loc. 58**
Email	**jtan@dbm.gov.ph**	Email	**franz@purpletag.com**

PRODUCT CODE	PRODUCT DESCRIPTION	IMAGE	QTY	PRICE PER PIECE
	Acetate Notebook (BTMS) Size: 6" x 8" No. of Sheets: 80 Cover Print: Full Color Inside Sheet: 1 color Packaging: Individual Plastic *Production Lead Time: 30-45 days calculated from the date of receipt of Purchase Order and approved mock-up or artwork.*		800	95.00
	Drawstring Bag Material: Nylon Logo Print: Full Color Packaging: Individual Plastic *Production Lead Time: 45-60 days calculated from the date of receipt of Purchase Order and approved mock-up or artwork.*		800	235.00

NOTES

- Lead Time calculated from the date of receipt of Purchase Order and approved mock-up or artwork.
- Prices quoted are Inclusive of 12% VAT.
- Free delivery within Metro Manila.
- Payment Terms: 50% down payment; 50% upon full delivery.
- **Prices are only valid for 30 days. When the validity of this quote has expired by the time you plan to place your order, please get in touch with your account executive to confirm that you are getting the updated price. Prices are volatile given the imported nature of most of our products and the fluctuating exchange rate of the Chinese Yuan (CNY) vs the US Dollar (USD).**

PURPLE TAG GIFTS CO. IS YOUR PARTNER IN SHOWING APPRECIATION TO YOUR VALUED CLIENTS, PARTNERS, OR EMPLOYEES IN THE BEST WAY POSSIBLE WITH GIFTS THAT ARE BOTH USEFUL AND MEANINGFUL.

A CREATIVE PARTNER

We believe that all gift giving should be special. We offer you a curated collection of gifts meant to meaningfully and tastefully express your gratitude to your customers,

partners, employees, and stakeholders because we understand the value and art of gift giving. Your intended recipients will get a gift that is overflowing with creativity from the way your logos are tastefully applied, the way the functions are described to them, and the way they are packaged for maximum impact.

A DEPENDABLE PARTNER

We take our partnership with you very seriously and work hard to be transparent and responsive in all communication. We put care and attention to detail in everything we do from sourcing, production, assembly, to packaging. We also understand that you have budgets to adhere to so we offer you products that have good value for money and provide you with competitive quotes.

A COMPETENT PARTNER

We make an effort to be there for clients even after delivery is completed. Rest assured that we will be here to answer your after-sales concerns. We offer you more than a decade of insight gained in serving the business community in the Philippines. We help you come up with a plan that works to get the results you desire.

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ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: JDR Trading Services
Title of Project: Supply and Delivery of BTMS Roll-out Marketing Collateral
Contract Cost: ₱204,000.00

CHECKLIST OF DOCUMENTS	REMARKS
Checklist of documents forwarded to Finance Service for:	
A. FUNDING (OBLIGATION AND CAF)	
1. ☑ Purchase Request/ APP	SAPP No. 4
2. ☒ Pre-Inspection Report	
3. ☑ Obligation Request and Status	
4. ☑ Eligibility Documents of Suppliers	
5. ☑ Purchase Order/Contract	2019-067
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.	
BTMS PR No.: Pens: 2019-05-00084, Notebooks: 2019-05-00085	
Coffee Mugs: 2019-05-00086, Drawstring Bags: 2019-05-00087	
Keychain: 2019-05-00088	

Received checked items:

Print Name & Signature	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. ☐ RSMI (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