



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

**NOTICE TO PROCEED**

June 14, 2025

**AR. ALYSSA D. LIWANAG**

A3 Trading and Allied Services, Incorporated  
Rm 2A Liwanag Bldg., #52 Malibu St.,  
Fairview, Quezon City

Dear Ar. Liwanag,

Per attached Purchase Order No. 2025-028, we hereby notify you that your office may proceed with the delivery of the project, **"Procurement of Painting Supplies for Building Maintenance"** upon receipt and acceptance of this Notice.

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

Very truly yours,

**RAMON VICENTE B. ASUNCION**

Assistant Secretary, IM and Concurrent  
Director IV, Administrative Service

Conforme:

AR. ALYSSA D. LIWANAG

Authorized Representative

A3 Trading and Allied Services, Incorporated

Date: JUNE 18, 2025



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

**PURCHASE ORDER NO. 2025-028**

Supplier: **A3 TRADING AND ALLIED SERVICES, INC.** Date: **June 16, 2025**  
Address: RM 2A Liwanag Bldg. No. 52 Malibu St. Fairview, Quezon City Mode of Procurement: NP -Small Value Procurement  
TIN: 010-029-211-000

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:**

- Department of Budget and Management (DBM) Central Office - General Solano St., San Miguel Manila

**Payment Term:** Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.

**Delivery Term:**

- Please see the attached Schedule of Requirements

Stock No.	Unit	Item and Description /Specification	Total Quantity	Unit Cost	Amount
		<b>One (1) Lot Procurement of Painting Supplies for Building Maintenance</b>			
	cans	Oil-based tinting color, bulletin red (1/4 L)	30	₱115.00	₱3,450.00
	cans	Oil-based tinting color, lamb black (1/4 L)	30	₱95.00	₱2,850.00
	cans	Oil-based tinting color, raw siena (1/4 L)	30	₱95.00	₱2,850.00
	cans	Oil-based tinting color, yellow orche (1/4 L)	30	₱100.00	₱3,000.00
	cans	Oil-based tinting color, venetian red (1/4 L)	30	₱105.00	₱3,150.00
	cans	Oil-based tinting color, thalo blue (1/4 L)	30	₱105.00	₱3,150.00
	cans	Oil-based tinting color, hansa yellow (1/4 L)	30	₱115.00	₱3,450.00
	quarts	Plastic wood – lacquer type	24	₱275.00	₱6,600.00
	quarts	Quick dry enamel – chocolate brown	16	₱200.00	₱3,200.00
	quarts	Quick dry enamel – black	16	₱195.00	₱3,120.00
	quarts	Quick dry enamel – maple	16	₱195.00	₱3,120.00
	gallons	Flat wall enamel – white	16	₱850.00	₱13,600.00
	gallons	Epoxy primer gray with catalyst	5	₱1,095.00	₱5,475.00
	pails	Flat latex – white	40	₱2,980.00	₱119,200.00
	pails	Semi-gloss latex - white	40	₱3,450.00	₱138,000.00
	gallons	Acrylic emulsion	20	₱695.00	₱13,900.00
	liters	Latex colour - lampblack	12	₱105.00	₱1,260.00
	liters	Latex colour – hansa yellow	12	₱170.00	₱2,040.00
	liters	Latex colour – raw siena	12	₱140.00	₱1,680.00
	liters	Latex colour – venetian red	12	₱135.00	₱1,620.00
	liters	Latex colour – toluidine red	12	₱135.00	₱1,620.00
	liters	Latex colour – talo blue	12	₱130.00	₱1,560.00
	gallons	Traffic paint – white	15	₱1,000.00	₱15,000.00
	gallons	Oil wood stain – maple	8	₱635.00	₱5,080.00
	gallons	Oil wood stain – mahogany	8	₱635.00	₱5,080.00
	gallons	Oil wood stain – walnut	8	₱620.00	₱4,960.00
	pails	Lacquer Thinner	16	₱2,415.00	₱38,640.00
	gallons	Lacquer Flo	40	₱870.00	₱34,800.00
	gallons	Clear gloss lacquer	20	₱840.00	₱16,800.00
	gallons	Clear gloss varnish	20	₱840.00	₱16,800.00
	pails	Paint thinner	16	₱2,215.00	₱35,440.00
	kilograms	Patching compound	5	₱150.00	₱750.00
	gallons	Sanding sealer	24	₱855.00	₱20,520.00

ARCH. ALYSSAD. LIWANAG



grams	Super instant glue	16	P45.00	P720.00
bags	Tile cement (boral powder)	10	P930.00	P9,300.00
pieces	Sanding paper waterproof #400	100	P11.00	P1,100.00
pieces	Sanding paper waterproof #200	200	P11.00	P2,200.00
meters	Floor sanding #100	120	P225.00	P27,000.00
pieces	Baby roller paint	32	P30.00	P960.00
pieces	Roller paint with a handle	32	P35.00	P1,120.00
pieces	Paint tray big	30	P25.00	P750.00
pieces	Paint tray small	15	P45.00	P675.00
bags	Skim coat	10	P495.00	P4,950.00
rolls	Plasterboard jointing tape/mesh 50x150mm	8	P105.00	P840.00
pieces	Chinese brush	16	P8.50	P136.00
pieces	Paint brush 4"	32	P80.00	P2,560.00
pieces	Paint brush 3"	60	P55.00	P3,300.00
pieces	Paint brush 2"	60	P28.00	P1,680.00
pieces	Paint brush 1"	60	P15.00	P900.00
kilograms	Cotton rags	50	P150.00	P7,500.00
pieces	Spatula 4"	40	P15.00	P600.00
pieces	Putty knife 4"	40	P45.00	P1,800.00
pieces	Masking tape 1/2"	30	P20.00	P600.00
	- Nothing Follows -			

(Total Amount In Words)

**Six Hundred Thousand Four Hundred Fifty-Six Pesos Only**

**P600,456.00**

"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%) of the **cost of the delayed goods** for everyday of delay shall be imposed."

Very truly yours,

Conforme:

Signature over Printed Name of Supplier

JUNE 18, 2025

Date

**RAMON VICENTE B. ASUNCION**

Assistant Secretary, Internal Management Group and  
Concurrent Director IV, Administrative Service  
Authorized Official

Funds Availability Certified by:

**JEF**  
Chief Accountant - Finance Service

OS No :

Amount :

Date :

0210/1102025-06-196f  
P 600,456 -  
06/11/25

**Distribution of Copies:**

- // Original copy for the Supplier's Conforme
- // Agency's Central Supply and Property Section/EUR for IAR and Payment Processing
- // COA Auditor
- // AS-PMO Copy for file

**TERMS AND CONDITIONS  
(PURCHASE ORDER)**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.

2. AWARDDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.

3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.

4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.

5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.

6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.

7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.

8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract.

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

10. The technical specifications, bid proposal and other documents required from the AWARDDEE shall form part of this Purchase Order.


11. The Head of the Agency reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract as prescribed under Section 41 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of 2003.

12. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a.) Project name;
- b.) Approved budget for the contract;
- c.) Contract period;
- d.) Name of the winning bidder and its official business address;
- e.) Amount of contract awarded;
- f.) Date of award and acceptance; and
- g.) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

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

  
ARCH. ALYSSA D. LIWANAG  
AWARDEE

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

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, personally appeared \_\_\_\_\_ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a \_\_\_\_\_ consisting of \_\_\_\_\_ (\_\_\_\_) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2025.



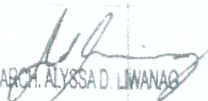
## SCHEDULE OF REQUIREMENTS

Item No.	Description	Total Quantity	Delivery Schedule		Bidder's Statement of Compliance	
			Within thirty (30) calendar days upon receipt of the Notice to Proceed	On or before August 8, 2025		
1	Oil-based tinting color, bistre/brn red (1/4 L)	30 cans	15 cans	15 cans	COMPLY	←
2	Oil-based tinting color, lamb black (1/4 L)	30 cans	15 cans	15 cans	COMPLY	←
3	Oil-based tinting color, raw sienna (1/4 L)	30 cans	15 cans	15 cans	COMPLY	←
4	Oil-based tinting color, yellow ochre (1/4 L)	30 cans	15 cans	15 cans	COMPLY	←
5	Oil-based tinting color, venetian red (1/4 L)	30 cans	15 cans	15 cans	COMPLY	←
6	Oil-based tinting color, thalo blue (1/4 L)	30 cans	15 cans	15 cans	COMPLY	←
7	Oil-based tinting color, hansa yellow (1/4 L)	30 cans	15 cans	15 cans	COMPLY	←
8	Plastic wood - lacquer type	24 quarts	12 quarts	12 quarts	COMPLY	←
9	Quick dry enamel - chocolate brown	16 quarts	8 quarts	8 quarts	COMPLY	←
10	Quick dry enamel - black	16 quarts	8 quarts	8 quarts	COMPLY	←
11	Quick dry enamel - maple	16 quarts	8 quarts	8 quarts	COMPLY	←
12	Flat wall enamel - white	16 gallons	8 gallons	8 gallons	COMPLY	←
13	Epoxy primer gray with catalyst	5 gallons	5 gallons		COMPLY	←
14	Flat latex - white	40 pails	20 pails	20 pails	COMPLY	←
15	Semi-gloss latex - white	40 pails	20 pails	20 pails	COMPLY	←
16	Acrylic emulsion	20 gallons	10 gallons	10 gallons	COMPLY	←
17	Latex colour - lampblack	12 liters	6 liters	6 liters	COMPLY	←
18	Latex colour - hansa yellow	12 liters	6 liters	6 liters	COMPLY	←
19	Latex colour - raw sienna	12 liters	6 liters	6 liters	COMPLY	←
20	Latex colour - venetian red	12 liters	6 liters	6 liters	COMPLY	←
21	Latex colour - toluidine red	12 liters	6 liters	6 liters	COMPLY	←
22	Latex colour - thalo blue	12 liters	6 liters	6 liters	COMPLY	←
23	Traffic paint - white	15 gallons	8 gallons	7 gallons	COMPLY	←
24	Oil wood stain - maple	5 gallons	4 gallons	4 gallons	COMPLY	←
25	Oil wood stain - mahogany	8 gallons	4 gallons	4 gallons	COMPLY	←

MICHELLE ALYSSA D. LIMANAG

## SCHEDULE OF REQUIREMENTS

Item No.	Description	Total Quantity	Delivery Schedule		Bidder's Statement of Compliance
			Within thirty (30) calendar days upon receipt of the Notice to Proceed	On or before August 8, 2025	
26	Oil wood stain - walnut	8 gallons	4 gallons	4 gallons	COMPLY
27	Lacquer Thinner	16 pails	8 pails	8 pails	COMPLY
28	Lacquer Flo	40 gallons	20 gallons	20 gallons	COMPLY
29	Clear gloss lacquer	20 gallons	10 gallons	10 gallons	COMPLY
30	Clear gloss varnish	20 gallons	10 gallons	10 gallons	COMPLY
31	Paint thinner	16 pails	8 pails	8 pails	COMPLY
32	Patching compound	5 kilograms	5 kilograms	-	COMPLY
33	Sanding sealer	24 gallons	12 gallons	12 gallons	COMPLY
34	Super Instant glue	16 grams	8 grams	8 grams	COMPLY
35	Tile cement (bora powder)	16 bags	5 bags	5 bags	COMPLY
36	Sanding paper waterproof #400	100 pieces	50 pieces	50 pieces	COMPLY
37	Sanding paper waterproof #200	200 pieces	100 pieces	100 pieces	COMPLY
38	Floor sanding #100	120 meters	60 pieces	60 pieces	COMPLY
39	Baby roller paint	32 pieces	16 pieces	16 pieces	COMPLY
40	Roller paint with handle	32 pieces	16 pieces	16 pieces	COMPLY
41	Paint tray big	30 pieces	15 pieces	15 pieces	COMPLY
42	Paint tray small	15 pieces	15 pieces	-	COMPLY
43	Skim coat	10 bags	5 bags	5 bags	COMPLY
44	Plasterboard jointing tape/mesh 50x150mm	8 rolls	8 rolls	-	COMPLY
45	Chinese brush	16 pieces	16 pieces	-	COMPLY
46	Paint brush 4"	32 pieces	16 pieces	16 pieces	COMPLY
47	Paint brush 3"	60 pieces	30 pieces	30 pieces	COMPLY
48	Paint brush 2"	60 pieces	30 pieces	30 pieces	COMPLY
49	Paint brush 1"	60 pieces	30 pieces	30 pieces	COMPLY
50	Cotton rags	50 kilograms	25 kilograms	25 kilograms	COMPLY

  
 ARCH. ALYSSA D. LLANAGA

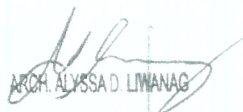


## SCHEDULE OF REQUIREMENTS

Item No.	Description	Total Quantity	Delivery Schedule		Bidder's Statement of Compliance
			Within thirty (30) calendar days upon receipt of the Notice to Proceed	On or before August 8, 2025	
51	Spatula 4"	40 pieces	20 pieces	20 pieces	COMPLY ←
52	Putty Knife 4"	10 pieces	20 pieces	20 pieces	COMPLY ←
53	Masking tape 1/2"	30 pieces	15 pieces	15 pieces	COMPLY ←

## FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
<p>Seven Hundred Thirty-Two Thousand Pesos Only</p> <p>(Php 732,000.00)</p>	In words: Six hundred thousand four hundred fifty-six pesos only. ←
	In figures: Php 600,456.00 ←

  
 ARCH. ALYSSA D. LIMANAG



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

**NOTICE OF AWARD**

June 9, 2025

**AR. ALYSSA D. LIWANAG**

A3 Trading and Allied Services, Incorporated  
Rm 2A Liwanag Bldg., #52 Malibu St.,  
Fairview, Quezon City

Dear Ar. Liwanag,

We are pleased to inform you that the Project, **"Procurement of Painting Supplies for Building Maintenance"** is hereby awarded to your company in the amount of Six Hundred Thousand Four Hundred Fifty-Six Pesos Only (Php 600,456.00).

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

Thank you and God Bless.

Very truly yours,

**RAMON VICENTE B. ASUNCION**  
Assistant Secretary, IM and Concurrent  
Director IV, Administrative Service

Conforme: 

Authorized Representative  
A3 Trading and Allied Services, Incorporated  
Date: June 10, 2025