

Abby

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **20-0945 SHOPPING (b)**
Date: **October 2, 2020**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No.: _____
Company TIN: _____

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A** please attach in your quotation a duly notarized certification to this effect.

As a condition for award, you will be required to submit your **Mayor's/Business Permit**, within **24 hours from receipt of notice**. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or **fax it through numbers 8951-7116** or **email to quotations@dswd.gov.ph** not later than **3:00 PM of October 15, 2020 (Thursday)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,



WILLIAM V. GARCIA, JR.
Officer-In-Charge, Procurement Planning & Management Division

Abby

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within Ten (10) working days from receipt of Purchase Order (PO).
- Place of Delivery: DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.
- Terms of Payment: within 15-30 days upon completion of supporting documents.
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name : _____ Account Number : _____
BankName : _____ Branch : _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**


RENEE LYNNE G. MARCA
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **20-0945 SHOPPING (b)**
 Date: **October 2, 2020**

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPS Reg. No. : _____
 Company TIN : _____

Item No.	Qty.	Unit	Purchaser's Specifications	ABC per item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	4	cartridge	HP Officejet 932xi, Black ink cartridge (for HP Officejet 7612 printer)	1,250.00			
2	3	cartridge	HP Officejet 933xi, Cyan ink cartridge (for HP Officejet 7612 printer)	1,250.00			
3	3	cartridge	HP Officejet 933xi, Magenta ink cartridge (for HP Officejet 7612 printer)	1,250.00			
4	3	cartridge	HP Officejet 933xi, Yellow ink cartridge (for HP Officejet 7612 printer)	1,250.00			
5	8	cartridge	Canon 319 black toner cart	6,000.00			
6	4	piece	HP 204A CF510A, Black (for Color Laserjet pro MFP M180n printer)	4,000.00			
7	2	piece	HP 204A CF511A, Cyan (for Color Laserjet pro MFP M180n printer)	4,000.00			
8	2	piece	HP 204A CF512A, Yellow (for Color Laserjet pro MFP M180n printer)	4,000.00			
9	2	piece	HP 204A CF513A, Magenta (for Color Laserjet pro MFP M180n printer)	4,000.00			
Approved Budget for the Contract: Php104,250.00							
Nothing Follows							

PURPOSE : For 3rd Quarter 2020 supplies

PR No. 01-20001-PR-2020-08-00060

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.


 RENE LYNNE M. MARCA
 Procurement Officer

Trunkline: 89318101 to 07 loc. 122 & 124
 Fax No. 8951-7116

PURCHASE REQUEST (PR) TRACKING SLIP

KEEP THIS FORM ON TOP OF PR DOCUMENTS

DRN: 101907	PR No. 01-20001-PR-2020-08-00060	
Date Created: August 24, 2020	Deadline:	OBSU: PMB

DATE/TIME	ACTION TAKEN / NOTES / INSTRUCTION	BY
08/28/20	Received and Recorded in the PMR	
14 SEP 2020	Included in the PRMP	Glenn Patroan
15 SEP 2020	Recd Endorse to proc. officer; for review of PR (LYNNE)	
15 sep 2020	Recd PR for review	Lyn M.
15 sep 20	returned to endorser, ^{re: review/adjust} with cost in Phil gpus	Lyn M.
18 Sep 20	Received unapplied PR	Lyn M.
18 Sep 20	Forwarded to budget for funding	Lyn M.
30 Sep 20	orig copy attached to 2020-09-00111	Lyn M.
10/2/20	document controlled RFA 20-0945 Shipping (6); found in order; initialed; for OIC's signature	Clair



Republic of the Philippines
 Department of Social Welfare and Development
 Office of the Secretary, Central Office

PMB-A-PR-101907-9

LYNNE

PURCHASE REQUEST

5104,250
 20-0915
 Shipping B

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR 01-20001-PR-2020-08-00060

Date: August 24, 2020

Month August

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Piece	211	DSWD - Program Management Bureau	Waste toner box WT-860 (for Kyocera TASKALfa 5501i copier)	1.00	1,500.00	1,500.00
2	Piece	211	DSWD - Program Management Bureau	Waste toner box (for Kyocera TASKALfa 4501i copier)	1.00	1,500.00	1,500.00
3	Cartridge	211	DSWD - Program Management Bureau	HP Officejet 932xl, Black ink cartridge (for HP Officejet 7612 printer)	4.00	1,250.00	5,000.00
4	Cartridge	211	DSWD - Program Management Bureau	HP Officejet 933xl, Cyan ink cartridge (for HP Officejet 7612 printer)	3.00	1,250.00	3,750.00
5	Cartridge	211	DSWD - Program Management Bureau	HP Officejet 933xl, Magenta ink cartridge (for HP Officejet 7612 printer)	3.00	1,250.00	3,750.00
6	Cartridge	211	DSWD - Program Management Bureau	Brother TN-3448/3478 Toner (for Brother HL-L5100DN printer)	22.00	7,000.00	154,000.00
7	Unit	211	DSWD - Program Management Bureau	Brother DR-3455 Drum Unit (for Brother HL-L5100DN printer)	3.00	6,864.00 6,043.20	20,592.00 20,219.60
8	Cartridge	211	DSWD - Program Management Bureau	Canon 319 Black toner cart	9.00	6,000.00	43,900.00
9	Piece	211	DSWD - Program Management Bureau	HP Laserjet, Black print 201A CF400A (for HP Color Laserjet Pro M252n printer)	14.00	4,000.00	56,000.00
10	Cartridge	211	DSWD - Program Management Bureau	HP Officejet 933xl, Yellow ink cartridge (for HP Officejet 7612 printer)	3.00	1,250.00	3,750.00
11	Piece	211	DSWD - Program Management Bureau	HP Laserjet, Cyan print 201A CF401A (for HP Color Laserjet Pro M252n printer)	5.00	3,700.00 4,043.83	18,500.00 20,219.15
12	Piece	211	DSWD - Program Management Bureau	HP Laserjet, Yellow print 201A CF402A (for HP Color Laserjet Pro M252n printer)	5.00	3,700.00 4,043.83	18,500.00 20,219.15
13	Piece	211	DSWD - Program Management Bureau	HP Laserjet, Magenta print 201A CF403A (for HP Color Laserjet Pro M252n printer)	5.00	3,700.00 4,043.83	18,500.00 20,219.15
14	Piece	211	DSWD - Program Management Bureau	HP 204A CF510A, Black (for Color Laserjet pro MFP)	4.00	4,000.00	16,000.00

4:12
 1/11/20

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
15	Piece	211	Management Bureau DSWD - Program	M180n printer) HP 204A CF511A, Cyan (for Color Laserjet pro MFP M180n printer)	2.00	4,000.00	8,000.00
16	Piece	211	Management Bureau DSWD - Program	HP 204A CF512A, Yellow (for Color Laserjet pro MFP M180n printer)	2.00	4,000.00	8,000.00
17	Piece	211	Management Bureau DSWD - Program	HP 204A CF513A, Magenta (for Color Laserjet pro MFP M180n printer)	2.00	4,000.00	8,000.00

Total

393,742.05
393,342.00

Amount in Words **THREE HUNDRED NINETY THREE THOUSAND THREE HUNDRED FORTY TWO PESOS AND 00/100**

Description For 3rd Quarter 2020 supplies (toner and ink cartridges) of Program Management Bureau (EXCEPT ITEM NO. 14 REFERRED TO CONTINGENCY FUND) 7, 11, 12 & 13

Requested By:

Approved By:

Signature :

Printed Name :

Designation :

[Signature]
WILMA NAVIAMOS
Director
Program Management Bureau

[Signature]
ATTY. AIMEE S. TORREFRANCA-NERI
Undersecretary

DSWD-Central Office
PROCUREMENT SERVICE
Received by: *[Signature]*
AUG 28 2020 time: 3:00

Certified that the above request is/are included in the Annual Procurement Plan (APP) & with complete supporting documents.
9/18/20
[Signature]
William D. Burgos Jr. 9-18-2020
Division Chief PS PPMU

CERTIFIED BY: *[Signature]*
the above request is/are included in the APP
Approved by: *[Signature]*
Fund: *[Signature]*
Allotment: *[Signature]*
WAP: *[Signature]*



Republic of the Philippines
 Department of Social Welfare and Development
 Office of the Secretary, Central Office
PURCHASE REQUEST

LYNNE

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR 01-20001-PR-2020-08-00060 **Date:** August 24, 2020 **Month** August

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Piece	211	DSWD - Program Management Bureau	Waste toner box WT-860 (for Kyocera TASKALfa 5501i copier)	1.00	1,500.00	1,500.00
2	Piece	211	DSWD - Program Management Bureau	Waste toner box (for Kyocera TASKALfa 4501i copier)	1.00	1,500.00	1,500.00
3	Cartridge	211	DSWD - Program Management Bureau	HP Officejet 932xi, Black ink cartridge (for HP Officejet 7612 printer)	4.00	1,250.00	5,000.00
4	Cartridge	211	DSWD - Program Management Bureau	HP Officejet 933xl, Cyan ink cartridge (for HP Officejet 7612 printer)	3.00	1,250.00	3,750.00
5	Cartridge	211	DSWD - Program Management Bureau	HP Officejet 933xl, Magenta ink cartridge (for HP Officejet 7612 printer)	3.00	1,250.00	3,750.00
6	Cartridge	211	DSWD - Program Management Bureau	Brother TN-3448/3478 Toner (for Brother HL-L5100DN printer)	22.00	7,000.00	154,000.00
7	Unit	211	DSWD - Program Management Bureau	Brother DR-3455 Drum Unit (for Brother HL-L5100DN printer)	3.00	6,864.00	20,592.00
8	Cartridge	211	DSWD - Program Management Bureau	Canon 319 Black toner cart	8.00	6,000.00	48,000.00
9	Piece	211	DSWD - Program Management Bureau	HP Laserjet, Black print 201A CF400A (for HP Color Laserjet Pro M252n printer)	14.00	4,000.00	56,000.00
10	Cartridge	211	DSWD - Program Management Bureau	HP Officejet 933xl, Yellow ink cartridge (for HP Officejet 7612 printer)	3.00	1,250.00	3,750.00
11	Piece	211	DSWD - Program Management Bureau	HP Laserjet, Cyan print 201A CF401A (for HP Color Laserjet Pro M252n printer)	5.00	3,700.00	18,500.00
12	Piece	211	DSWD - Program Management Bureau	HP Laserjet, Yellow print 201A CF402A (for HP Color Laserjet Pro M252n printer)	5.00	3,700.00	18,500.00
13	Piece	211	DSWD - Program Management Bureau	HP Laserjet, Magenta print 201A CF403A (for HP Color Laserjet Pro M252n printer)	5.00	3,700.00	18,500.00
14	Piece	211	DSWD - Program Management Bureau	HP 204A CF510A, Black (for Color Laserjet pro MFP)	4.00	4,000.00	16,000.00

4:12
 8/27/20

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
15	Piece	211	Management Bureau DSWD - Program Management Bureau DSWD -	M180n printer) HP 204A CF511A, Cyan (for Color Laserjet pro MFP M180n printer)	2.00	4,000.00	8,000.00
16	Piece	211	Management Bureau DSWD - Program Management Bureau DSWD -	HP 204A CF512A, Yellow (for Color Laserjet pro MFP M180n printer)	2.00	4,000.00	8,000.00
17	Piece	211	Management Bureau DSWD - Program Management Bureau DSWD -	HP 204A CF513A, Magenta (for Color Laserjet pro MFP M180n printer)	2.00	4,000.00	8,000.00

Total

398,742.05
-393,342.00

Amount in Words **THREE HUNDRED NINETY THREE THOUSAND THREE HUNDRED FORTY TWO PESOS AND 00/100**

Description For 3rd Quarter 2020 supplies (toner and ink cartridges) of Program Management Bureau (EXCESS OF ITEM NO. 14 CHARGED TO CONTINGENCY FUND) 7, 11, 12 & 13

Requested By:

Approved By:

Signature :

Printed Name :

Designation :

[Signature]
WILLIAM J. NAVIAMOS
Director
Program Management Bureau

[Signature]
ATTY. AIMEE S. TORREFRANCA-NERI
Undersecretary

DSWD-Central Office
PROCUREMENT SERVICE
Received by: *[Signature]*
AUG 28 2020 time: 3:00

Certified by *[Signature]* to be in accordance with the procurement process.
Approved by: *[Signature]*
Fund: *[Signature]*
Allotment Unit: *[Signature]*
N/A/P: *[Signature]*

Certified that the above request is included in the Annual Procurement Plan (APP) & with complete supporting documents.
[Signature]
William D. ... Jr. 9.18.2020
Division Chief PS PPMD

398,742.05
393,342.00
14 SEP 2020

DRN: AS-PSAMD-A-RIS-20-08-100205-3

MEMORANDUM

FOR : DIRECTOR WILMA D. NAVIAMOS
PROGRAM MANAGEMENT BUREAU

ATTENTION : THE DESIGNATED SUPPLY OFFICER

FROM : THE CHIEF ADMINISTRATIVE OFFICER
PROPERTY, SUPPLY AND ASSET MANAGEMENT DIVISION

SUBJECT : REQUISITION AND ISSUE SLIP (RIS)

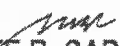
DATE : 18 AUGUST 2020

PROPERTY MANAGEMENT BUREAU

AUG 18 2020

We are returning the attached Requisition and Issue Slip (RIS) Nos. 2020070305, 2020070306 and 2020070307 indicating the availability/non-availability of stock requested. For the items that are not available (refer to "NO" box), please prepare a Purchase Request (PR) and forward the same to Procurement Management Service (PMS) for their action.

For your information.


MONETTE B. CADIANG

RDL/GIS/106

CERTIFIED TRUE COPY


Monette B. Cadiang
Procurement Services Bureau

REQUISITION AND ISSUE SLIP (RIS) FORM

Entity Name : DSWD-CO

Fund Cluster : _____

Division : Program Management Bureau (PMB)


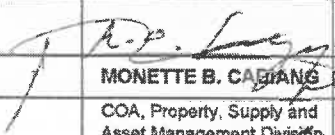
Responsibility Center Code : _____

Office : PMB

RIS No. : **2020070306**

Stock No.	Unit	Description	Quantity	Stock Available?		Issue	
				Yes	No	Quantity	Remarks
	pc	Waste toner box WT-860 (for Kyocera TASKALfa 5501i copier)	1		/		
	pc	Waste toner box (for Kyocera TASKALfa 4501i copier)	1		/		
	cart.	HP Officejet 932xi, Black ink cartridge (for HP Officejet 7612 printer)	4		/		
	cart.	HP Officejet 933xi, Cyan ink cartridge (for HP Officejet 7612 printer)	3		/		
	cart.	HP Officejet 933xi, Yellow ink cartridge (for HP Officejet 7612 printer)	3		/		
	cart.	HP Officejet 933xi, Magenta ink cartridge (for HP Officejet 7612 printer)	3		/		
	cart.	Brother TN-3448/3478 Toner (for Brother HL-L5100DN printer)	22		/		
	unit	Brother DR-3455 Drum Unit (for Brother HL-L5100DN printer)	3		/		
	cart.	Canon 319 Black toner cart	8		/		
	toner	HP Laserjet, Black print 201A CF400A (for HP Color Laserjet Pro M252n printer)	14		/		
	toner	HP Laserjet, Cyan print 201A CF401A (for HP Color Laserjet Pro M252n printer)	5		/		
	toner	HP Laserjet, Yellow print 201A CF402A (for HP Color Laserjet Pro M252n printer)	5		/		
	toner	HP Laserjet, Magenta print 201A CF403A (for HP Color Laserjet Pro M252n printer)	5		/		
	toner	HP 204A CF510A, Black (for Color Laserjet pro MFP M180n printer)	4		/		
	toner	HP 204A CF511A, Cyan (for Color Laserjet pro MFP M180n printer)	2		/		
	toner	HP 204A CF512A, Yellow (for Color Laserjet pro MFP M180n printer)	2		/		
	toner	HP 204A CF513A, Magenta (for Color Laserjet pro MFP M180n printer)	2		/		
***** Nothing Follows*****							

Purpose: For 3rd Quarter 2020 supplies (toner and ink cartridges) of Program Management Bureau (EXCESS IN ITEM NO. 14 CHANGED TO CONTRACTS BY PMB) F

Requested by:	Approved by:	Issued by:	Received by:
Signature : 	Signature : 		
Printed Name : WILMA D. NAVIAMOS	MONETTE B. CABANG		
Designation : Director IV, PMB	COA, Property, Supply and Asset Management Division		
Date :			

DSWD-Central Office
PROCUREMENT SERVICE

RECEIVED
JUL 21 2020

2020-PMB-262

JUL 15 2020
File - recorded
BAC Secretariat
Received by: Enlu
Time: 15 Control No.:

BY: _____



PROGRAM MANAGEMENT BUREAU
Inventory for the Month of July 2020

QTY	UNIT	Item Description
1	box	Canon 319 Black Toner
7	box	Toner, Sharp MX-500FT
6	box	INK CARTRIDGE, HP 950XL Black, for OfficeJet 267dw Printer
9	box	INK CARTRIDGE, HP 951XL Yellow, for OfficeJet 267dw Printe
11	box	INK CARTRIDGE, HP 951XL Magenta, for OfficeJet 267dw Printer
12	box	INK CARTRIDGE, HP 951XL Cyan, for OfficeJet 267dw Printer
7	box	Brother TN-3320 Black toner cartridge (for Brother HL-5450DN printer)
0	box	TONER, Develop, TN-311
0	box	TK-6309 Toner (for TASKalfa 5501i Kyocera copier)
2	box	Waste toner container/box (for Sharp MX-453N copier)
2	box	Waste toner box WT-860 (for Kyocera TASKALfa 5501i copier)
8	cart	HP Officejet 932xl, Black ink cartridge (for HP Officejet 7612 printer)
14	cart	HP Officejet 933xl, Cyan ink cartridge (for HP Officejet 7612 printer)
7	cart	HP Officejet 933xl, Yellow ink cartridge (for HP Officejet 7612 printer)
6	cart	HP Officejet 933xl, Magenta ink cartridge (for HP Officejet 7612 printer)
0	box	HP Laserjet, Black print 201A CF400A (for HP Color Laserjet Pro M252n printer)
22	box	HP Laserjet, Cyan print 201A CF401A (for HP Color Laserjet Pro M252n printer)
27	box	HP Laserjet, Yellow print 201A CF402A (for HP Color Laserjet Pro M252n printer)
14	box	HP Laserjet, Magenta print 201A CF403A (for HP Color Laserjet Pro M252n printer)
0	cart	HP 98 Black ink Cartridge (for HP Officejet 100 Mobile printer)
0	cart	HP 95 Tri-color ink Cartridge (for HP Officejet 100 Mobile printer)
10	bottle	Ink Bottle, Black 664 (for Epson L360 Multifunction printer)
10	bottle	Ink Bottle, Cyan 664 (for Epson L360 Multifunction printer)
10	bottle	Ink Bottle, Yellow 664 (for Epson L360 Multifunction printer)
11	bottle	Ink Bottle, Magenta 664 (for Epson L360 Multifunction printer)
1	box	Brother TN-3448/3478 Toner
2	box	Brother DR-3455 Drum unit

Prepared by


EMERSON D. FABIAN

Administrative Officer I


ALVIN C. MADELOSO

Administrative Assistant III

Noted by:


WILMA B. NAVIAMOS


Director IV, Program Management Bureau

PROGRAM MANAGEMENT BUREAU
Inventory for the Month of July 2020

QTY	UNIT	Item Description
1	box	Canon 319 Black Toner
7	box	Toner, Sharp MX-500FT
6	box	INK CARTRIDGE, HP 950XL Black, for OfficeJet 267dw Printer
9	box	INK CARTRIDGE, HP 951XL Yellow, for OfficeJet 267dw Printe
11	box	INK CARTRIDGE, HP 951XL Magenta, for OfficeJet 267dw Printer
12	box	INK CARTRIDGE, HP 951XL Cyan, for OfficeJet 267dw Printer
7	box	Brother TN-3320 Black toner cartridge (for Brother HL-5450DN printer)
0	box	TONER, Develop, TN-311
0	box	TK-6309 Toner (for TASKalfa 5501i Kyocera copier)
2	box	Waste toner container/box (for Sharp MX-453N copier)
2	box	Waste toner box WT-860 (for Kyocera TASKALfa 5501i copier)
8	cart	HP Officejet 932xl, Black ink cartridge (for HP Officejet 7612 printer)
14	cart	HP Officejet 933xl, Cyan ink cartridge (for HP Officejet 7612 printer)
7	cart	HP Officejet 933xl, Yellow ink cartridge (for HP Officejet 7612 printer)
6	cart	HP Officejet 933xl, Magenta ink cartridge (for HP Officejet 7612 printer)
0	box	HP Laserjet, Black print 201A CF400A (for HP Color Laserjet Pro M252n printer)
22	box	HP Laserjet, Cyan print 201A CF401A (for HP Color Laserjet Pro M252n printer)
27	box	HP Laserjet, Yellow print 201A CF402A (for HP Color Laserjet Pro M252n printer)
14	box	HP Laserjet, Magenta print 201A CF403A (for HP Color Laserjet Pro M252n printer)
0	cart	HP 98 Black ink Cartridge (for HP Officejet 100 Mobile printer)
0	cart	HP 95 Tri-color ink Cartridge (for HP Officejet 100 Mobile printer)
10	bottle	Ink Bottle, Black 664 (for Epson L360 Multifunction printer)
10	bottle	Ink Bottle, Cyan 664 (for Epson L360 Multifunction printer)
10	bottle	Ink Bottle, Yellow 664 (for Epson L360 Multifunction printer)
11	bottle	Ink Bottle, Magenta 664 (for Epson L360 Multifunction printer)
1	box	Brother TN-3446/3478 Toner
2	box	Brother DR-3455 Drum unit

Prepared by:


EMERSON D. FABIAN
Administrative Officer I


ALVIN C. MADELOSO
Administrative Assistant III

Noted by:


WILMA D. NAVIAMOS
Director IV, Program Management Bureau

FY 2020 PROJECT PROCUREMENT MANAGEMENT PLAN - For Commonly-Used Supplies and Equipment (PPMP-CSE)

Revised as of June 4, 2020

LND-USER/UNIT : PROGRAM MANAGEMENT BUREAU
Projects, Programs and Activities (PAPs)

Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																						
Pesticides or Pest Repellent																						
1	3011150-RE-01	INSECTICIDE, aerosol type, net content: 600ml min	can	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	139.36	16,723.20
Solvents																						
2	3211600-A-001	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	60	60	60	180	60	60	60	180	100	100	100	300	100	100	100	300	960	43.99	42,230.40
Color Compounds and Dispersions																						
3	1411005-001	STAMP PAD INK, purple or violet	bottle	7	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	24.63	591.12
Films																						
4	1011003-001	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2			2		2		2				2		2		2	8	737.24	5,897.92
5	1311005-001	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	221.00	-
6	1311006-001	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	208.52	-
Paper Materials and Products																						
7	1411125-001	CARTOLINA, assorted colors	pack	1	1	1	3	1	1	1	3	2	1	2	5	2	1	2	5	16	72.78	1,164.48
8	1411106-011	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	682.24	-
9	1411106-012	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,029.60	-
10	1411106-013	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,300.00	-
11	1411106-014	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	765.44	-
12	1411106-015	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0				0	0	596.80	-
13	1411106-016	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,034.80	-
14	1411106-017	LOOSELEAF COVER, made of chipboard, for legal	bundle	50			50		50		50				50		50		50	200	670.70	134,140.00
15	1411106-018	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	32.22	19,332.00
16	1411106-019	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	56.06	33,636.00
17	1411106-020	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	41.50	24,900.00

CERTIFIED TRUE COPY
56.06
33,636.00
41.50
24,900.00

Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT
133	4411057K-10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		3		3		3		3		3		3		3		3	12	55.83	669.96
134	44110627B-401	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit		0		0		1		0		1		1				0	1	10,400.00	10,400.00
135	44101827A-101	CALCULATOR, compact, 12 digits	unit		0		0		10		10		10		10				10	30	135.70	4,056.00
136	44101164M-111	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0				0	0	4,711.20	-
137	44101014P-301	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0		2		2				0		2		2	4	8,088.08	32,352.32
138	44101015P-201	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0				0				0				0	0	5,699.20	-
Printer or Facsimile or Photocopier Supplies																						
139	44101010B-005	DRUM CART, BROTHER DR-3455	cart		3		3		1		1		3		3				3	10	6,864.00	68,640.00
140	44101010A-004	INK CART, CANON CI-741, Col.	cart				0				0				0				0	0	1,001.52	-
141	44101010A-002	INK CART, CANON CI-811, Colored	cart				0				0				0				0	0	1,029.60	-
142	44101010A-001	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
143	44101010A-002	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	780.00	-
144	44101010A-002	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
145	44101010A-002	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
146	44101010A-002	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
147	44101010A-002	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
148	44101010A-002	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	658.32	-
149	44101010A-002	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	745.68	-
150	44101010A-002	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
151	44101010A-002	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	1,996.80	-
152	44101010A-002	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	1,996.80	-
153	44101010A-002	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	1,996.80	-
154	44101010A-002	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	1,996.80	-
155	44101010A-002	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	1,996.80	-
156	44101010A-002	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	3,016.00	-
157	44101010A-002	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	650.00	-

CERTIFIED TRUE COPY
 650.00
 EMMANUEL F. ...
 Interactive Services Bureau

Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT
23	902330103	Toner TN324Y (A8DA2D0) Yellow (for Developpe Ineo + 368/308/258 copier)	toner	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	16,500.00	198,000.00
24	9020310100	Toner TN324C (A8DA4D0) Cyan (for Developpe Ineo + 368/308/258 copier)	toner	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	16,500.00	198,000.00
25	9020310100	Toner TN324M (A8DA3D0) Magenta (for Developpe Ineo + 368/308/258 copier)	toner	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	16,500.00	198,000.00
26	9020310100	Toner TN324K (A8DA1D0) Black (for Developpe Ineo + 368/308/258 copier)	toner	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	9,500.00	152,000.00
27	9020310100	Developpe Drum unit DR313K (for Developpe Ineo + 368/308/258 copier)	unit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	10,000.00	40,000.00
29	9020310100	Waste Toner box, Developpe WX-103 (for Developpe Ineo + 368/308/258 copier)	box	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	2,500.00	10,000.00
30	9020310100	Toner Ink, Duplo 514 Black	toner	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	140	4,500.00	630,000.00
31	9020310100	Duplo, Roll Master DR 875	roll	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	100	4,500.00	450,000.00
32	9020310100	Toner Cart. Ineo 513k (for Ineo 554e copier)	toner	5	5	5	5	4	4	4	4	4	4	4	4	4	4	4	4	17	4,200.00	71,400.00
33	9020310100	HP 204A CF510A, Black toner (for color Laserjet Pro MFP M180 printer)	toner	4	4	4	4	2	2	2	2	2	2	2	2	2	2	2	2	10	4,000.00	40,000.00
34	9020310100	HP 204A CF511A, Cyan toner (for color Laserjet Pro MFP M180 printer)	toner	4	4	4	4	2	2	2	2	2	2	2	2	2	2	2	2	10	4,000.00	40,000.00
35	9020310100	HP 204A CF512A, Yellow toner (for color Laserjet Pro MFP M180 printer)	toner	4	4	4	4	2	2	2	2	2	2	2	2	2	2	2	2	10	4,000.00	40,000.00
36	9020310100	HP 204A CF513A, Magenta toner (for color Laserjet Pro MFP M180 printer)	toner	4	4	4	4	2	2	2	2	2	2	2	2	2	2	2	2	10	4,000.00	40,000.00
Common Office Supplies																						
1							0				0				0					0		
2							0				0				0					0		
3							0				0				0					0		
4							0				0				0					0		
5							0				0				0					0		
6							0				0				0					0		
7							0				0				0					0		
8							0				0				0					0		
9							0				0				0					0		
10							0				0				0					0		

CERTIFIED TRUE COPY

[Signature]

FINANCIAL SERVICES DIVISION

Item No.	Item Code	Item Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	AUG	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT
1	502019100	Ink Cart, Epson (664) Black (for Epson L360 all in 1 printer	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	825.00	19,800.00
2	502019100	Ink Cart, Epson (664) Cyan (for Epson L360 all in 1 printer	cart	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	825.00	13,200.00
3	502019100	Ink Cart, Epson (664) Magenta (for Epson L360 all in 1 printer	cart	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	825.00	13,200.00
4	502019100	Ink Cart, Epson (664) yellow (for Epson L360 all in 1 printer	cart	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	825.00	13,200.00
5	502019100	INK CART, HP CN054AA, (HP 933XL), Cyan	cart	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	1,250.00	20,000.00
6	502019100	INK CART, HP CN055AA, (HP 933XL), Magenta	cart	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	1,250.00	20,000.00
7	502019100	INK CART, HP CN056AA, (HP 933XL), Yellow	cart	1	2	1	4	1	2	1	4	1	2	1	4	1	2	1	4	16	1,250.00	20,000.00
8	502019100	INK CART, HP CN053AA, (HP 932XL), Black	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1,250.00	30,000.00
9	502019100	Ink CART, hp c8766wa (hp95) Black	cart	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	8	345.00	2,760.00
10	502019100	Ink CART, hp c8766wa (hp98) Tri-color	cart	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	8	345.00	2,760.00
11	502019100	Toner Cart, Develop. TN-311 (for linc 362 copier)	toner	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,500.00	
12	502019100	Toner Cart, Brother TN-3448/3478 Black	toner	6	8	6	20	5	5	5	15	8	6	8	22	8	6	8	22	79	7,000.00	553,000.00
13	502019100	Toner Cart, HP CF400A (HP201A) Black Laserjet	toner	5	4	5	14	5	4	5	14	5	4	5	14	5	4	5	14	56	4,000.00	224,000.00
14	502019100	Toner Cart, HP CF401A (HP201A) Cyan Laserjet	toner	3	2	3	8	3	2	3	8	3	2	3	8	3	2	3	8	32	3,700.00	118,400.00
15	502019100	Toner Cart, HP CF402A (HP201A) Yellow Laserjet	toner	3	2	3	8	3	2	3	8	3	2	3	8	3	2	3	8	32	3,700.00	118,400.00
16	502019100	Toner Cart, HP CF403A (HP201A) Magenta Laserjet	toner	3	2	3	8	3	2	3	8	3	2	3	8	3	2	3	8	32	3,700.00	118,400.00
17	502019100	Toner Cart, Kyocera Taskalfa, KM 6309	toner	2	3	2	7	2	7	2	11	2	7	2	11	2	7	2	11	40	15,000.00	600,000.00
18	502019100	Waste Toner box, Kyocera WT0860 (for Taskalfa 5501i copier)	toner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	1,500.00	6,000.00
19	502019100	Waste Toner box, Kyocera WT0860 (for Taskalfa 4501i copier)	toner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	1,500.00	6,000.00
20	502019100	Waste Toner box, Sharp (for MX M453n copier)	toner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	1,500.00	6,000.00
21	502019100	Toner Cart, Sharp MX-500FT	toner	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	10	11,000.00	110,000.00
22	502019100	Drum unit, for Canon LBP6680X Printer	toner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	5	6,500.00	32,500.00
23	502019100	Toner Cart, Canon 319 printer	toner	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	35	6,000.00	210,000.00

CERTIFIED TRUE COPY
 6,500.00
 6,000.00
 210,000.00
 FAW-801 FAW

Protective Services Bureau

Item No.	Item Code	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue	TOTAL AMOUNT
10				0			0				0				0				0	0		-
Other Categories																						
1							0				0				0				0	0		-
2							0				0				0				0	0		-
3							0				0				0				0	0		-
4							0				0				0				0	0		-
5							0				0				0				0	0		-
6							0				0				0				0	0		-
7							0				0				0				0	0		-
8							0				0				0				0	0		-
9							0				0				0				0	0		-
10							0				0				0				0	0		-
																				8,059,887.79		8,059,887.79
																				805,988.78		805,988.78
																				8,865,876.57		8,865,876.57

Prepared by:

[Signature]
EMERSON D. FABIAN
 Designated Procurement Officer
 Program Management Bureau

Certified Funds Available/Certified
 Appropriate Funds Available:

[Signature]
ERIE P. CASTILLO
 Financial Management Service, Budget Division


Approved by:


[Signature]
WILMA D. NAVIAMOS
 Director IV
 Program Management Bureau


6-8

[Signature]
CERTIFIED FUND
[Signature]
EMERSON D. FABIAN
 Protective Services Bureau


Item No	Fund Code	Procurement Program/Project	Mode of Procurement	Schedule of Requirements												Source of Funds	Total	Estimated Budget (PSP)	CO	
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC					
1	13000-0000000000	Production and Printing of GMA and	Non-Procurement - Direct														PMF (Contract)	500,000.00	500,000.00	
2	13000-0000000000	Production and Printing of GMA and	Non-Procurement - Direct														PMF (Contract)	500,000.00	500,000.00	
3	13000-0000000000	Production and Printing of GMA and	Non-Procurement - Direct														PMF (Contract)	500,000.00	500,000.00	
Item No. 21 (Chargeable to 13000-0000000000 Fund)																				
GRAND TOTAL																				

Requested by: 
 MARIANNE ALAYON
 Deputy Director for Management Officer
 Program and Management Bureau

Appropriate Funds Available: 
 RAFAEL P. CASTILLO
 Financial Management Services, Budget Division

Approved by: 
 WILLIAM Z. BAYON
 Director IV
 Program Management Bureau

CERTIFIED TRUE COPY


 FMS
 Protective Services Bureau

0770

SEP 16 2020

2:55



PROCUREMENT MANAGEMENT SERVICE
GENERAL ADMINISTRATION AND SUPPORT SERVICES GROUP
PMS-GF 001, REV 01 / 08 NOV 2019



DRN: _____

ACTION FORM

OFFICE/ BUREAU/ SERVICE/ UNIT (OBSU) Property ^{7th B}	DATE 15 SEPTEMBER 2020
<input type="checkbox"/> REQUISITION AND ISSUE SLIP (RIS) NO.	<input checked="" type="checkbox"/> PURCHASE REQUEST (PR) NO. 01-20001-PR-2020-08-00060
PARTICULARS/ TITLE For 3 rd Quarter 2020 supplies	

To the Designated Procurement Officer, the attached RIS/PR is hereby returned for compliance to the following:

A. IF INCLUDED IN PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)/ DSWD – CENTRAL OFFICE ANNUAL PROCUREMENT PLAN:

- Submit an updated/supplemental PPMP and submit to the Financial Management Service - Budget Division
- Use the appropriate PPMP template/form
- Others: _____

Remarks: _____

B. BASED ON THE REVIEW/ EVALUATION OF THE PROCUREMENT OFFICER-IN-CHARGE

- Provide details of the following: _____
- Submit complete supporting documents (Certified True Copy [did not submit the original]):
 - Approved PPMP
 - Approved Project/Activity Proposal
 - Justification
 - Rating Factors/Criteria for Selection
 - Non-Availability/ Suitability (SWADCAP Certificate)
 - Inventory of Supplies and Materials
 - ICTMS Technical Assistance (TA) Report
 - AS-GSD TA Report
 - Pre-Repair Inspection Report
 - Approved Drawing/Design

Remarks: *over for 19/2020*
 We are returning Purchase Request (PR) 2020-08-00060 and its supporting documents. Please review updated unit costs of item no. 7, 11, 12, and 13, through <http://ps.philgoep.gov.ph/home/index.php/what-we-sell/common-use-items>. Thank you.

PREPARED BY:

RENEE LYNNE G. MARCA
 Procurement Officer-in-Charge

APPROVED BY:

WILLIAM V. GARCIA JR.
 Officer-In-Charge PPMD,
 Procurement Management Service

DRN: PML-BACREC-A-COMM-20-09-108DDY-5
ACTION FORM

OFFICE/ BUREAU/ SERVICE/ UNIT (OBSU) Program Management Bureau (PMB)	DATE 03 September 2020
<input type="checkbox"/> REQUISITION AND ISSUE SLIP (RIS) NO.	<input checked="" type="checkbox"/> PURCHASE REQUEST (PR) NO. 01-20001-PR-2020-08-00060
PARTICULARS/ TITLE 3 rd Quarter Office Supplies of PMB (Toner and Ink Cartridges)	

To the Designated Procurement Officer, the attached RIS/PR is hereby returned for compliance to the following:

A. IF INCLUDED IN PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)/ DSWD - CENTRAL OFFICE ANNUAL PROCUREMENT PLAN:

- Submit an updated/supplemental PPMP and submit to the Financial Management Service - Budget Division
- Use the appropriate PPMP template/form
- Others: Please reconcile the quantity of your PR and approved RIS.

done for 09/08/2020

Remarks:

B. BASED ON THE REVIEW/ EVALUATION OF THE PROCUREMENT OFFICER-IN-CHARGE

- Provide details of the following
- Submit complete supporting documents (Certified True Copy [did not submit the original]):
 - Approved PPMP
 - Inventory of Supplies and Materials
 - Approved Project/Activity Proposal
 - ICTMS Technical Assistance (TA) Report
 - Justification
 - AS-GSD TA Report
 - Rating Factors/Criteria for Selection
 - Pre-Repair Inspection Report
 - Non-Availability/ Suitability (SWADCAP Certificate)
 - Approved Drawing/Design
- Others:

Remarks:

PREPARED BY:

Glenn Patrick A. Leynes
Administrative Officer V

APPROVED BY:

Oliva C. Arcaina
Officer-in-Charge, BAC Secretariat

DSWD-Central Office
PROCUREMENT SERVICE

SEP 8 2020
9/8 - recorded & thru y