



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
 PhilHealth Regional Office IVA
 Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City
 Call Center (02) 8441-7442 | Contact Number (042) 373-7554
www.philhealth.gov.ph | region4a@philhealth.gov.ph



PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **SUNLIFE BOOKSTORE**
 Address: Enriquez St.,
Lucena City
 Tel/Fax No.: (042) 710 3518
 Supplier Registered with: Department of Trade and Industry

PO No. 20-01-005
 Date: May 14, 2020
 Terms of Payment: on account
 Mode of Procurement: local shopping

Please deliver to this office within 15 days from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	2,000	reams	Paper, Multicopy A4, for laser printer/inkjet printer, high speed copier, 210mm x 297mm (A-4), 80 GSM	169.50	339,000.00
					339,000.00
			Less Taxes: 5% VAT	15,133.93	
			1% EWT	3,026.79	18,160.72
			TOTAL AMOUNT		320,839.28
			Purchase Request No:	2020-01-021	
			Date:	16-Mar-20	

Terms & Conditions:

- The agency shall impose equivalent to 1/10 of 1 percent of the total value of the undelivered order for each day of delay as liquidated damages.
- If the date of receipt of the Purchase Order / PO by the dealer is not indicated, it shall be deemed received on the day it was acknowledged to have been received by a representative either through fax or email.
- Delivery of the above item(s) shall be made within the delivery period from Mondays to Fridays 8am to 5pm. Supplier are advised to inform Procurement Section atleast two (2) days before the delivery. All item(s) shall be delivered and accepted by the Property and Supply Unit at Philhealth Regional Office IV-A, Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City.
- Delivery Receipt and Sales Invoice shall be required to one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery. With provision for a back-up unit in case of repair.
- The contracting parties undertake to comply with Office Order No. 0018-2015 entitled Retention of Philhealth No Gift Policy (Revision 1) which is deemed incorporated into this Contract. No Philhealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group or association, or juridical entity, whether from the public or private sector, at anytime, on or off the work premises where such gift is given in the course of official duties or which in connection with any transaction which may affect the functions of their office or influence the actions of director/s or employees, or create the appearance of a conflict of interest.

Very truly yours,

BENJIE A. CUVINAR
 OIC, MSD

Certified Budget Available:	Funds Available in the amount of:	339,000.00	APPROVED:
 MA. PAMELA B. LEYNES Fiscal Examiner A	 ARON R. RIANO Fiscal Controller IV		 EDWIN M. ORIÑA, M.D. RVP, PRO IVA
With in the COB: <u>2020 COB</u> Expense Code: <u>5020301001</u> Budget: <u>339,000.00</u> Remarks:			
Conformer: Signature over Printed Name and Position of Authorized Representative		Received Copy of PO: <u>5-20-2020</u> Date	





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UNIVERSAL HEALTH CARE
KINDHEALTHY AS LASTING PAY - SO LAMAY

CERTIFICATE OF AVAILABILITY OF FUNDS (CAF)

Cost Center	MSD-ADMIN	ROF#:	2020-146	May 14, 2020
		CAF#:	2020-146	May 14, 2020
Particulars			Account Code (to be filled out by Budget)	Amount
Procurement of office supplies			5020301001	339,000.00
Payee: SUNLIFE BOOKSTORE Reference: P.O.#2-01-005				
TOTAL				339,000.00
REQUESTED BY		FUNDS AVAILABLE		CERTIFICATION
Certified: Charges to budget necessary, lawful and under my direct supervision		Certified: Budget Available and earmarked for the purpose, as indicated above		Certified: Funds available for disbursement herein described; in the amount specified
Signature		Signature		Signature
Printed Name Benjie A. Cuvinar		Printed Name Ma. Pamela B. Leynes		Printed Name Aron R. Riano
Position OIC - MSD		Position Budget Officer - Designate		Position Fiscal Controller IV
Office MSD		Office MSD-FMS		Office MSD-FMS
Date _____		Date _____		Date _____
Remarks _____		Remarks _____		Remarks a _____





ABSTRACT OF QUOTATIONS

(as supporting document to PO and JO)

QTY	UNIT	ITEM DESCRIPTION	LUCKY BOOKSTORE		SUNLIFE BOOKSTORE		METRO RETAIL STORES GROUP INC.	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
2,000	reams	Paper, Multicopy, A4 for laser printer/inkjet printer, high speed copier, 210mm x 297 mm (A-4), 80 GSM	170.00	340,000.00	169.50	339,000.00	248.75	497,500.00
<div> <div> PR No./ Requesting Unit: 2020-01-021 / ADMIN Recommending award to: SUNLIFE BOOKSTORE Reason for award: LCRQ Delivery Period: 15 days </div> <div> Warranty: not stated Price Validity: not stated Terms of Payment: ON ACCOUNT Other info: none </div> </div>								
Prepared by:			Recommending approval:			Approved by:		
<u>ALLAN JEFFREY F. DATINGUINO</u> Clerk III			<u>JOSEPH ADRIAN R. REJANO</u> OIC, Administrative Services Section			<u>BENITE A. CUVINAR</u> OIC, MSD		



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REQUEST FOR QUOTATION

OFFICE/DEPARTMENT: _____

1. All entries must be typewritten or written legibly in print.
2. Except for custom-made items, delivery period shall be within _____ calendar days from receipt of the approved Purchase Order.
3. Standard warranty period: (from date of acceptance by PhilHealth)
For Supplies & Materials: at least six (6) months
For Equipment: at least one (1) year
4. Price validity shall be for a period of 30 calendar days.
5. Valid & Current Mayor's Permit/Municipal License.
6. PhilHealth Certificate of Good Standing.
7. PhilGEPS Registration Number.
8. Others: _____ (eg. Swatches, sample materials, lay-out, etc.)

In accordance with the General Conditions, please quote your lowest price on the item/s listed in the matrix below & state the shortest time delivery. This has been posted in the G-EPs website from March 17, 2019 to March 19, 2019 1:30pm.

Kindly submit/for your quotation duly signed by your representative together with the above-mentioned requirements from item nos. 5 to 8 before the close on _____.

for PhilHealth
ALLAN JEFFREY DATINGUINO
Official Convoasser

Tel No: _____

Telefax: (042) _____

email add: _____

Date: _____

Date: _____

Date: _____

TO:

PhilHealth Regional Office IV-A

Lucena Grand Central Terminal

Brgy. Ilayang Dupay, Lucena City

ATTENTION: _____

After having carefully read and accepted your General Conditions, please refer to the price quotation we have indicated on the space provided for:

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
2,000	reams	Paper, multicopy, A4, for laser printer/ink-jet printer, high speed, copier, 210mm x 297mm (A-4), 80gsm	170-	340,000
nothing follows				

Delivery Period: _____

Warranty: _____

Items available until: _____

I/We bind ourselves that the prices quoted above are the lowest we can offer and are applicable from _____ to _____.

Business Address: _____

139 Quezon Avenue Lucena City

Tel. nos./Fax no: _____

Email Address: _____

710-4268/710-4288

lucky-bookstore@gmail.com

Lucky Bookstore
Corporate Name / PhilGEPS Registration Number

Annaliza M. Nardo
Signature over Printed Name of Authorized Representative

102-210-210-000
Tax Identification Number (VAT / N-VAT)



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Thursday, May 14, 2020 03:11 PM

Allan Jeffrey Datinguinoo PRO-IVA

[» Log-out](#)

Organization Profile

SUNLIFE BOOK STORE

Enriquez Corner, San Fernando Street,
Lucena City
Quezon
Region IV-A
Philippines

Organization Member Type:	Supplier
Organization Number:	129596
Registration Date:	29-Sep-2014
Registration Type:	Red
Form of Organization:	Single Proprietorship
Organization Type:	General Merchandise, Trading
Business Category:	Office Equipment Supplies and Consumables, Janitorial Equipment, Medical Supplies and Lab Supplies and Materials, Books, Maps and Other Publications, Printing Supplies, Flags, General
Business Tax Identification Number:	102288110000
DTI Certificate Number:	01387020
DTI Registration Date:	26-Apr-2011
Capitalization:	Php 2,000,000.00
Agency Registration:	No
Blacklisted:	No

Contact

[Tan, Jeff](#)

63-042-7103518



April 27, 2020

Mr. Allan Jeffrey Datinguinoo
Purchaser
Philippine Health Insurance Corporation
Lucena City

Dear Sir Allan,

We would like to submit the following items for your perusal,

Item/ Description	Selling Price	Available Qty
Double A Copy Paper A4 50gsm	349.75	20 pcs
HP Copy Paper A4 80 gsm	319.00	4 pcs
Orions Copy Paper A4 80 gsm	299.75	20 pcs
Paper One Copy Paper A4 80 gsm	299.00	15 pcs
Hard Copy Copy Paper A4 80 gsm	248.75	7 pcs

Terms:

Cash
Checks

Remarks:

1. Prices above are subject to change without prior notice.
2. **Availability of stocks is subject for confirmation.**
3. Check payments should be made payable to **Metro Retail Stores Group, Inc.**
4. Tin# 226-527-915-028

If you have any queries feel free to call the undersigned at Telefax. no. **09502424528**.

Thank you and hope to be of service to your organization.

Sincerely Yours,

Bethelda P. Fontarum
Institutional Selling Coordinator



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PURCHASE REQUEST (PR)			
PhilHealth Regional Office IVA			
Department / Office :	<u>PRO IV-A</u>	PR No. :	<u>2020-01-021</u>
Division :	<u>ASS</u>	Date :	<u>3/16/2020</u>

Item No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
1	packet	BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline, No Mercury and Cadmium, size AA, 2 pcs/blister pack	50	80.30	4,015.00
2	packet	BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline/, size AAA, No Mercury and Cadmium Added, 2 pcs/blister pack	15	93.50	1,402.50
3	tube	BLADE For heavy duty cutter (L-500), 10 pcs/tube	3	16.50	49.50
4	pc	CORRECTION TAPE disposable, dispensing mechanism: variable clutch, dispensing system: single line tape, with mechanism for adjustment/rewinding, color: white opaque, does not leave shadows on photocopies or fax copies. side applicator allows user to see errors being corrected, 5mm x 60(min.)	175	66.00	11,550.00
5	pc	DATA FILE FOLDER with finger ring and clear plastic pocket for labels, material: chipboard (2mm thick) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, size: 75mm x 230mm x 380mm (3" x 9" x 15"), assorted colors: Red, Green, Blue and Maroon	500	106.15	53,075.00
6	box	ENVELOPE DOCUMENTARY, for Legal size documents, kraft, 150 gsm., 254mm x 381mm, 500 pcs/box	2	973.50	1,947.00
7	box	ENVELOPE EXPANDING KRAFT board, with smooth surface, size: 380mm x 250mm min. of 285gsm for legal size papers/documents, with string and eyelet, 100 pcs/box	5	935.00	4,675.00
8	box	ENVELOPE for A4 size documents, kraft, 229mm x 324mm, min. weight of 150gsm, 500 pcs/box	4	863.50	3,454.00
9	pc	FLAG Satin material, big	2	1,268.97	2,537.94
10	box	FOLDER PRESSBOARD, plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100 pcs/box	5	1,512.50	7,562.50
11	pack	FOLDER TAGBOARD. for A4 size papers/documents, 0.342mm thickness, 240mm x 320mm, smooth finish and non-blot on both sides, 100 pcs/pack	7	489.50	3,426.50

APPROVED:
 Arnel C. Clemente
 Date: 3/16/2020





PURCHASE REQUEST (PR)			
PhilHealth Regional Office IVA			
Department / Office :	<u>PRO IV-A</u>	PR No. :	<u>2020-01021</u>
Division :	<u>ASS</u>	Date :	<u>3/16/2020</u>

Item No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
12	pack	FOLDER TAGBOARD, for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both sides, 100 pcs/pack	35	522.50	18,287.50
13	pc	GLUE All purpose in jar with applicator, mn. of 200 grams	10	78.10	781.00
14	ream	PAPER CLIP 32mm, vinyl/plastic coated, assorted colors, 100s/box/52g per box	100	8.25	825.00
15	ream	PAPER CLIP 48mm, vinyl/plastic coated, assorted colors, 100s/box or 120g/box	130	18.59	2,416.70
16	ream	PAPER CLIP BACKFOLD, 25mm, (1) all metal, clamping length: 25mm(-1mm), clamping depth: 13mm(min.), thickness of metal: 0.22mm(min.), 12 pcs/box	20	18.70	374.00
17	ream	PAPER CLIP BACKFOLD, 32mm, all metal, clamping length: 32mm(-1mm), clamping depth: 14mm(min.), thickness of metal: 0.30mm(min.), 12 pcs/box	10	26.95	269.50
18	box	PAPER CLIP BACKFOLD, 50mm., all metal, clamping length: 50mm(-1mm), clamping depth: 25mm(min.), thickness of metal: 0.33mm(min.), 12 pcs/box	5	59.95	299.75
19	box	PAPER MULTICOPY, A4, for laser printer/ink-jet printer, high speed, copier, 210mm x 297 mm (A-4), 80 gsm.	5,000	222.75	1,113,750.00
20	box	PAPER MULTICOPY, Legal, for laser printer 80gsm, size: 216mm x 330mm, 500 sheets per ream, thickness: 0.09mm min	145	246.40	35,728.00
21	box	PAPER PARCHMENT, Multi-purpose, A4 size (297mm x 210mm), 75 gsm., fine, translucent, suitable for pen and ink drawing, 100 sheets per ream	30	440.00	13,200.00
22	pc	PENCIL SHARPENER Single cutterhead, one-hole guide, 9-10mm in a diameter, manual, mountable type, with metal clamp	2	654.50	1,309.00
23	book	RECORD BOOK 300 pages, 215mm x 275mm, 55gsm., Smythe sewn, w/ 'Official Record Book' printing	70	148.50	10,395.00
24	book	RECORD BOOK 500 pages, 215mm x 275mm, 55 gsm., Smythe sewn, w/ 'Official Record Book' printing	20	137.50	2,750.00

VERNALYN C. CLEMENTE

Date: 3/16/2020 *gaw*





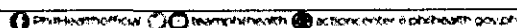
PhilHealth Regional Office IVA

3/16/2020

We certify that the items and corresponding amount listed above are based on the CY 2020 COB and within the approved 2020 app. All items requested under this PR SHALL NOT, hereinafter, be available for realignment, unless cancelled within the prescribed period.

REGULAR OFFICE SUPPLIES (1ST AND 2ND)- PS-DBM

VERNALYNNE CLEMENS
Clerk II
Date: 3/16/2020 gcn



Republic of the Philippines
Philippine Health Insurance Corporation
Project Procurement Management Plan
Calendar Year 2020

Philhealth Regional Office IVA

Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Remarks	
			Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion		Acceptance Turnover
1st Quarter															
Procurement of Regular Office Supplies															
BATTERY Alkaline, 9 volts	2,596.00	Shopping	06-Mar	09-Mar									16-Mar	31-Mar	
BATTERY Alkaline, size C (medium) for Megaphone	1,716.00	Shopping	06-Mar	09-Mar									16-Mar	31-Mar	
BATTERY CMOS, 3V	291.50	Shopping	06-Mar	09-Mar									16-Mar	31-Mar	
BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline, No Mercury and Cadmium, size AA, 2 pcs/blister pack	2,007.50	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	
BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline, No Mercury and Cadmium, size AA, 2 pcs/blister pack	2,007.50	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	
BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline, size D, No Mercury and Cadmium Added, 2 pcs/blister pack	1,407.75	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	
BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline/, size AAA, No Mercury and Cadmium Added, 2 pcs/blister pack	1,402.50	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	
BATTERY for UPS	47,850.00	Shopping	06-Mar	09-Mar									16-Mar	31-Mar	
BATTERY Rechargeable AA, 2500NIMH, 2 pcs/pack	3,950.10	Shopping	06-Mar	09-Mar									16-Mar	31-Mar	

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							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		
1st Quarter																
Procurement of Regular Office Supplies																
BATTERY Rechargeable AAA, 1000NiMH, 2 pcs/pack	3,880.80	Shopping	06-Mar	09-Mar									16-Mar	31-Mar		
BINDER EDP BINDER, 11x9-1/2	3,217.50	Shopping	06-Mar	09-Mar									16-Mar	31-Mar		
BLADE For heavy duty cutter (L-500), 10 pcs/tube	49.50	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar		
BLADE For small cutter (L-200), 10 pcs/tube	77.00	Shopping	06-Mar	09-Mar									16-Mar	31-Mar		
BLADE For small cutter (L-200), 10 pcs/tube	77.00	Shopping	06-Mar	09-Mar									16-Mar	31-Mar		
BOX CORRUGATED, plain, 136kl/300lbs., BC Flute, Body: 16 x 10 1/2 x 10 3/6, Top 16 1/2x1 1x2	129,800.00	Negotiated Procurement - Small Value Procurement	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar		
BOX CORRUGATED, plain, 136kl/300lbs., BC Flute, Body: 16 x 10 1/2 x 10 3/6, Top 16 1/2x1 1x2	129,800.00	Negotiated Procurement - Small Value Procurement	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar		
CASH BOOK For regular Disbursement Officer (Gen. Form No.103)	5,082.00	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar		

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY								Remarks
							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
1st Quarter															
Procurement of Regular Office Supplies															
COLUMNAR PAD 10 columns, 55gsm, 50 sheets/notebook	64.90	Shopping	06-Mar	09-Mar									16-Mar	31-Mar	
CONTINUOUS FORM 11 x 10-5/8, 1 ply, plain, 70 gsm with side perforation, 2000 sets/box	13,475.00	Negotiated Procurement - Small Value Procurement	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	
CONTINUOUS FORM 11 x 14-7/8, Carbonless, 2 ply, plain, 55 gsm, 500 sets/box	19,525.00	Negotiated Procurement - Small Value Procurement	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	
CORRECTION TAPE disposable, dispensing mechanism: variable clutch, dispensing system: single line tape, with mechanism for adjustment/rewinding, color: white opaque, does not leave shadows on photocopies or fax copies,	6,600.00	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	
CORRECTION TAPE disposable, dispensing mechanism: variable clutch, dispensing system: single line tape, with mechanism for adjustment/rewinding, color: white opaque, does not leave shadows on photocopies or fax copies,	4,950.00	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	

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			Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
1st Quarter															
Procurement of Regular Office Supplies															
DATA FILE BOX Closed ends with finger ring and pocket for label holder, material: Chipboard (3mm thick), leatherette paper for outside cover, coated paper for inside cover; size: 125mm x 230mm x 400mm (5' x 9' x1	3,135.00	Negotiated Procurement - Agency to Agency	29-Jan	30-Jan							06-Feb		02-Mar	17-Mar	
DATA FILE FOLDER with finger ring and clear plastic pocket for labels, material: chipboard (2mm thick) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for in	26,537.50	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
DATA FILE FOLDER with finger ring and clear plastic pocket for labels, material: chipboard (2mm thick) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for in	26,537.50	Negotiated Procurement - Agency to Agency	12-Feb	13-Feb							20-Feb		16-Mar	31-Mar	
DRINKING WATER Purified, 5 liters/gallon	275,275.00	Negotiated Procurement - Small Value Procurement	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	

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							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
1st Quarter															
Procurement of Regular Office Supplies															
DRUM KIT BROTHER 3215	19,360.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
DRUM KIT BROTHER FAX MACHINE, Drum Kit MFC 7470D, DR2255 (compatible with Brother Printer HL-2240D, HL-2250DN, HL2270DW, MFC-7360, MFC-7470D, MFC-7860DW, FAX-2840)	12,705.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
ENVELOPE DOCUMENTARY, for Legal size documents, kraft,150 gsm., 254mm x 381mm, 500 pcs/box	1,947.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
ENVELOPE EXPANDING KRAFT board, min. of 285gsm for short size papers/documents	4,455.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
ENVELOPE EXPANDING KRAFT board, with smooth surface, size: 380mm x 250mm min. of 285gsm for legal size papers/documents, with string and eyelet, 100 pcs/box	4,675.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
ENVELOPE for A4 size documents, kraft, 229mm x 324mm, min. weight of 150gsm, 500 pcs/box	3,454.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	

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							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
1st Quarter															
Procurement of Regular Office Supplies															
FASTENER METAL AND PLASTIC combination, 2 pc-clip, 70MM, 50 sets/box	4,702.50	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
FASTENER METAL AND PLASTIC combination, 2 pc-clip, 70MM, 50 sets/box	3,960.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
FILE ORGANIZER Legal size, Expanding plastic material with 12 inside pockets and index tabs, with elastic strap, snap, etc. for closing or binding the organizer, Dimension-Cover (flap): 220mm x 380mm; inside pocket:	3,245.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
FIRE EXTINGUISHER Refill, 10 lbs	33,000.00	Negotiated Procurement - Small Value Procurement	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
FLAG Satin material, big	2,537.94	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
FOLDER Folding for Certificate, A4 size, colors specified	2,515.62	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY									Remarks
							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		
1st Quarter																
Procurement of Regular Office Supplies																
FOLDER Folding for Certificate, Legal size, colors specified	533.50	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
FOLDER PRESSBOARD, plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100 pcs/box	7,562.50	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
FOLDER TAGBOARD, for A4 size papers/documents, 0.342mm thickness, 240mm x 320mm, smooth finish and non-blot on both sides, 100 pcs/pack	3,426.50	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
FOLDER TAGBOARD, for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both sides, 100 pcs/pack	10,450.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
FOLDER TAGBOARD, for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both sides, 100 pcs/pack	7,837.50	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY									Remarks
							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		
1st Quarter																
Procurement of Regular Office Supplies																
GLUE STICK For Big Glue Gun	132.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
GLUE STICK For Small Glue Gun	99.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
GLUE All purpose in jar with applicator, mn. of 200 grams	781.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
GLUE White, 473ml	8,112.50	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
ID CARD Made of 0.76mm thick white P.V.C. Material, Card Size: 2-1/8" x 3-3/8"	12,375.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
INDEX TAB Transparent, self-adhesive, assorted colors, 5 sets per box	687.50	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
INK CARTRIDGE GESTETNER COPIER MACHINE	45,420.50	Direct Contracting	20-Feb	21-Feb						28-Feb	02-Mar	27-Mar	30-Mar	14-Apr		
INK PAD for Self-inking stamps (various size)	2,172.50	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
INK for stamp pad with applicator, color: Black	1,210.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
INK for stamp pad with applicator, color: Black	2,420.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post-of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY								Remarks
							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
1st Quarter															
Procurement of Regular Office Supplies															
MASTER ROLL Gestetner Copier	17,600.00	Direct Contracting	20-Feb	21-Feb							28-Feb	02-Mar	27-Mar	30-Mar	14-Apr
NUMBERING MACHINE Trodat 10-digit, heavy duty	8,470.00	Shopping	20-Mar	23-Mar										30-Mar	14-Apr
OFFICE / ARTA SIGNAGES Office/ARTA Signages in central board	9,075.00	Negotiated Procurement - Small Value Procurement	26-Feb	27-Feb								05-Mar		30-Mar	14-Apr
PAPER CLIP 32mm, vinyl/plastic coated, assorted colors, 100s/box/52g per box	825.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb								05-Mar		30-Mar	14-Apr
PAPER CLIP 48mm, vinyl/plastic coated, assorted colors, 100s/box or 120g/box	2,416.70	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb								05-Mar		30-Mar	14-Apr
PAPER CLIP BACKFOLD, 25mm, (1) all metal, clamping length: 25mm(-1mm), clamping depth: 13mm(min.), thickness of metal: 0.22mm(min.), 12 pcs/box	374.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb								05-Mar		30-Mar	14-Apr
PAPER CLIP BACKFOLD, 32mm, all metal, clamping length: 32mm(-1mm), clamping depth: 14mm(min.), thickness of metal: 0.30mm(min.), 12 pcs/box	269.50	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb								05-Mar		30-Mar	14-Apr

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY									Remarks
							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		
1st Quarter																
Procurement of Regular Office Supplies																
PAPER CLIP BACKFOLD, 50mm., all metal, clamping length: 50mm(-1mm), clamping depth: 25mm(min.), thickness of metal: 0.33mm(min.), 12 pcs/box	299.75	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
PAPER MULTICOPY, A4, for laser printer/ink-jet printer, high speed, copier, 210mm x 297 mm (A-4), 80 gsm.	601,425.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
PAPER MULTICOPY, A4, for laser printer/ink-jet printer, high speed, copier, 210mm x 297 mm (A-4), 80 gsm.	512,325.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
PAPER MULTICOPY, Legal, for laser printer 80gsm, size: 216mm x 330mm, 500 sheets per ream, thickness: 0.09mm min	14,784.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
PAPER MULTICOPY, Legal, for laser printer 80gsm, size: 216mm x 330mm, 500 sheets per ream, thickness: 0.09mm min	20,944.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
PAPER PARCHMENT, Multi-purpose, A4 size (297mm x 210mm), 75 gsm., fine, translucent, suitable for pen and ink drawing, 100 sheets per ream	13,200.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY								Remarks	
							Sub/Open of Bids	Bid Evaluation	Post-Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		
1st Quarter																
Procurement of Regular Office Supplies																
PENCIL SHARPENER Single cutterhead, one-hole guide, 9-10mm in a diameter, manual, mountable type, with metal clamp	1,309.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
PHOTO PAPER Glossy A4, 10s/pack	847.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
PHOTO PAPER Premium Grade A4, 15s/pack	677.60	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
POST-IT FLAG Small Flags (Eartag)	300.08	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
POST-IT FLAG Small Flags (Eartag)	300.08	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
POST-IT FLAG Small Flags (Sign Here),1x1.7	810.70	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
POST-IT FLAG Small Flags (Sign Here),1x1.7	810.70	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
POST-IT FLAG Standard Flags	316.65	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
POST-IT FLAG Standard Flags	211.10	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
PUNCHER Heavy duty,w/ two hole guide approx. 6.5mm diameter in hole	1,584.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY								Remarks
							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
1st Quarter															
Procurement of Regular Office Supplies															
RECORD BOOK 300 pages, 215mm x 275mm, 55gsm., smythe sewn, w/ 'Official Record Book' printing	5,940.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
RECORD BOOK 300 pages, 215mm x 275mm, 55gsm., smythe sewn, w/ 'Official Record Book' printing	4,455.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
RECORD BOOK 500 pages, 215mm x 275mm, 55gsm., smythe sewn, w/ 'Official Record Book' printing	1,375.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
RECORD BOOK 500 pages, 215mm x 275mm, 55gsm., smythe sewn, w/ 'Official Record Book' printing	1,375.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
RIBBON For various type of Bundy Clock	3,300.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
RIBBON For various type of Bundy Clock	1,650.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
RING BINDER RING BINDER, size: 3/4 x 44, (3/4' x 44') Medium, plastic assorted colors	317.70	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
RUBBER BAND Size-18, transparent, approx. 445 g./box	4,070.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY								Remarks
							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
1st Quarter															
Procurement of Regular Office Supplies															
RUBBER BAND Size-18, transparent, approx. 445 g./box	4,070.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
RUBBER BAND Small	2,970.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
RUBBER BAND Small	4,455.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
SCISSOR size: 8", big, stainless steel with plastic handle	290.40	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
SIGN PEN 0.7, black, gel type	X 357.60	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
SIGN PEN 0.7, black, gel type	X 357.60	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
SIGN PEN 0.7, blue, gel type	11,421.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
SIGN PEN 0.7, blue, gel type	11,421.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
SIGN PEN Black, liquid/gel ink, 0.5mm needle tip	552.51	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
SIGN PEN Black, liquid/gel ink, 0.5mm needle tip	552.51	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	

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Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY								Remarks
							Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover	
1st Quarter															
Procurement of Regular Office Supplies															
STAMP PAD FELT 60 MM x 100 MM, metal case	100.41	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
STAMP PAD FELT 60 MM x 100 MM, metal case	167.35	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
STAPLE WIRE for Standard Stapler, 26/6, no.35, 500s/box	4,125.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
STAPLE WIRE for Standard Stapler, 26/6, no.35, 500s/box	4,125.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
STAPLER Standard, heavy duty	3,420.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
STAPLER Standard, heavy duty	2,565.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
STICKER PAPER A4, 10 pcs/pack	418.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	
STICKER PAPER A4, 10 pcs/pack	418.00	Shopping	20-Mar	23-Mar									30-Mar	14-Apr	

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Procurement Program/Project	Approved	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	SCHEDULE FOR EACH PROCUREMENT ACTIVITY									Remarks
	Budget for Contract (ABC)						Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	Acceptance Turnover		
1st Quarter																
Procurement of Regular Office Supplies																
STICK-ON NOTE PAD 2"x2", 51mm x 51mm, 400 sheets per pad, assorted colors	5,608.50	Shopping	20-Mar	23-Mar									30-Mar	14-Apr		
STICK-ON NOTE PAD 3"x3", 76mm x 76mm (3x3), 70 gsm (min), 100 sheets per pad, assorted colors	1,116.60	Negotiated Procurement - Agency to Agency	29-Jan	30-Jan							06-Feb		02-Mar	17-Mar		
STICK-ON NOTE PAD 3"x3", 76mm x 76mm (3x3), 70 gsm (min), 100 sheets per pad, assorted colors	837.45	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
STICK-ON NOTE PAD 3"x4", 76mm x 100mm (3x4), 70 gsm (min), 100 sheets/pad, assorted colors	412.50	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
STICK-ON NOTE PAD 3"x4", 76mm x 100mm (3x4), 70 gsm (min), 100 sheets/pad, assorted colors	412.50	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
TAPE MASKING, Size 1 (24mm) 50M	1,667.25	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		
TAPE MASKING, Size 1 (24mm) 50M	1,667.25	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr		

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1st Quarter															
Procurement of Regular Office Supplies															
TAPE MASKING, Size 2 (48mm) 50M	635.45	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
TAPE MASKING, Size 2 (48mm) 50M	635.45	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
TAPE PACKAGING, Size: 2 (48mm) 50M	402.70	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
TAPE PACKAGING, Size: 2 (48mm) 50M	402.70	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
TAPE TRANSPARENT, Size: 1 (24mm) 50M	3,153.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
TAPE TRANSPARENT, Size: 1 (24mm) 50M	3,153.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	
TAPE TRANSPARENT, Size: 2 (48mm) 50M	1,320.00	Negotiated Procurement - Agency to Agency	26-Feb	27-Feb							05-Mar		30-Mar	14-Apr	



PhilGEPS
Philippine Government Electronic Procurement

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Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6941491
Procuring Entity PHILIPPINE HEALTH INSURANCE CORPORATION - REGION - IV A
Title PAPER MULTICOPY A4
Area of Delivery Quezon

Solicitation Number: 2020-LS-001	Status	Pending												
Trade Agreement: Implementing Rules and Regulations	Associated Components	1												
Procurement Mode: Shopping	Bid Supplements	0												
Classification: Goods	Document Request List	0												
Category: Office Supplies and Devices	Date Published	17/03/2020												
Approved Budget for the Contract: PHP 445,500.00	Last Updated / Time	16/03/2020 17:12 PM												
Delivery Period: 15 Day/s	Closing Date / Time	19/03/2020 13:30 PM												
Client Agency:														
Contact Person: Algenia Nania Villanueva PRO BAC Secretariat Member Lucena Grand Central Terminal Brgy. Ilayang Dupay Lucena City Quezon Philippines 4301 63-42-3737782 cashier.pro4a@philhealth.gov.ph														
Description Please see attached														
Line Items <table border="1"> <thead> <tr> <th>Item No.</th> <th>Product/Service Name</th> <th>Description</th> <th>Quantity</th> <th>UOM</th> <th>Budget (PHP)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PAPER MULTICOPY A4</td> <td>PAPER MULTICOPY A4</td> <td>2,000</td> <td>Ream</td> <td>445,500.00</td> </tr> </tbody> </table>			Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)	1	PAPER MULTICOPY A4	PAPER MULTICOPY A4	2,000	Ream	445,500.00
Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)									
1	PAPER MULTICOPY A4	PAPER MULTICOPY A4	2,000	Ream	445,500.00									

Created by Algenia Nania Villanueva
Date Created 16/03/2020

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Procurement Opportunities

Bid Notice Abstract


Request for Quotation (RFQ)


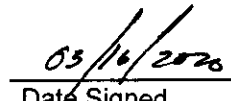
Reference Number 6941491
Procuring Entity PHILIPPINE HEALTH INSURANCE CORPORATION - REGION - IV A
Title PAPER MULTICOPY A4
Area of Delivery Quezon

Solicitation Number: 2020-LS-001	Status	Pending			
Trade Agreement: Implementing Rules and Regulations	Associated Components	1			
Procurement Mode: Shopping	Bid Supplements	0			
Classification: Goods	Document Request List	0			
Category: Office Supplies and Devices	Date Published	17/03/2020			
Approved Budget for the Contract: PHP 445,500.00	Last Updated / Time	16/03/2020 15:12 PM			
Delivery Period: 15 Day/s	Closing Date / Time	19/03/2020 13:30 PM			
Client Agency:					
Contact Person: Algenia Nania Villanueva PRO BAC Secretariat Member Lucena Grand Central Terminal Brgy. Ilayang Dupay Lucena City Quezon Philippines 4301 63-42-3737782 cashier.pro4a@philhealth.gov.ph					
Description					
PAPER MULTICOPY A4					
Line Items					
Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	PAPER MULTICOPY A4	PAPER MULTICOPY A4	2,000	Ream	445,500.00

Created by Algenia Nania Villanueva
Date Created 16/03/2020

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 PhilHealth Your Partner in Health	Information Management Sector
<u>Service Request Form</u>	SRF No.:

1) Date of Request (mm/dd/yyyy): March 16, 2020	
2) Name: Jonathan F. Anat	3) Designation: BAC Sec Member
4) Office/Department: PRO IVA	5) Room: N/A
6) Contact #: 042 373 7782	7) Email Address: bac.pro4a@philhealth.gov.ph
8) TYPE OF REQUEST: <i>(Please refer to the back page for descriptions and required attachments.)</i>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> IT Project Proposal/TOR Development Assistance <input type="checkbox"/> System Re-engineering related Works <input type="checkbox"/> Software Development <input type="checkbox"/> Software Configuration/Enhancement <input type="checkbox"/> Hardware, Database, Network, Connectivity Communication Solutions Assistance _____ </div> <div style="width: 48%;"> <input type="checkbox"/> Human Capital Development Evaluation <input type="checkbox"/> IT Literacy, Education and Training <input type="checkbox"/> IT Procurement Evaluation <input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Others (please specify): Uploading Request for Quotation for Procurement of Paper Multicopy A4 </div> </div>	
9. APPROVED BY:  BENJIE A. CUVINAR Head, PRO IVA SBAC <div style="float: right; text-align: right;">  03/16/2020 Date Signed </div>	

(For Information Management Sector only)				
10. Date Received (mm/dd/yyyy): ____/____/____		11. Time Received (hh:mm) ____:____ OAM OPM		
12. ACTIONS TAKEN: <i>(Use separate sheet if necessary)</i>				
DATE (a)	TIME (b)	ACTION TAKEN (c)	ACTION OFFICER (d)	SIGNATURE (e)
13. APPROVED BY:			14.	
Name and Signature SVP-Chief Information Officer, IMS			Date Signed	







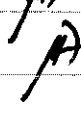
IMS-SRF

The following are categorized as IT works:

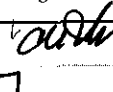

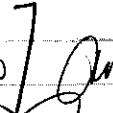
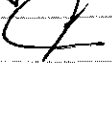
ACTIVITY MONITORING and ROUTE SLIP

BAC/PROCUREMENT UNIT

Date & Time Received: 3/16/2020 2pm Expense Code: 5020301001 Purchase Request No.: 2020-01-021
 Project Title: Paper Multicopy A4 Originating Unit/Office: ASS
 ABC/Total Est. Cost: P445,500.00 Mode of Procurement: SHOPPING

ACTIVITY	PERSONNEL ASSIGNED	DATE & TIME ACCOMPLISHED	SIGNATURE	REMARKS
Initial Assessment of Required Docs	V. Clemeña	3/16/2020 2PM		Required Documents to be submitted in 3 sets (original & 2 copies): <input checked="" type="checkbox"/> 1. PPMP/APP <input checked="" type="checkbox"/> 2. PR in 3 original copies <input checked="" type="checkbox"/> 3. ABC in 2 original copies <input checked="" type="checkbox"/> 4. Tech Specs <input checked="" type="checkbox"/> 5. DAF (for CAPEX & Semi-Expendables) <input checked="" type="checkbox"/> 6. Lay-out/Sample/Design (if applicable) <input checked="" type="checkbox"/> 7. Other Docs
Updating of PPMP/SEPP	C. Pureza	3/16		for immediate procurement per instruction of SBAC Head
Preparation of RFQ	A. Datinguinoo			
PhilGEPS Posting required for ABC (above 50K)	SBAC - A. Villanueva	3/16/2020		Published Date: <u>3/16/2020</u> Reference Number: <u>6941491</u> Closing Date: <u>3/19/2020</u> <input checked="" type="checkbox"/> Print-out of Posting to PhilGEPS as ACTIVE
Requesting of Quotation from Supplier	A. Datinguinoo	5/14/2020		Number of Suppliers sent: <u>5</u> Number of RFQs received: <u>3</u>
Preparation of AOQ	A. Datinguinoo	5/14/2020		LCB: <u>Sunlife Bookstore</u> <input checked="" type="checkbox"/> 1. Mayor's/Business Permit <input checked="" type="checkbox"/> 2. PhilGEPS registration number <input checked="" type="checkbox"/> 3. PhilHealth Certificate of Good Standing/Copy of Remittance
Preparation of PO	A. Datinguinoo	5/14/2020		PO Number: <u>20-01-005</u>
Serving of PO	A. Datinguinoo	5/20/2020		
Posting of award to PhilGEPS and Corp. Website (applicable with an ABC of above 50K)	SBAC - A. Villanueva			Published Date: _____ Award Notice Number: _____ <input checked="" type="checkbox"/> Print-out of Posting to PhilGEPS Corp. Website Date Emailed: _____ Email Address: _____

ROUTE HISTORY

Date & Time Issued	From	Issued to	REMARKS	Date & Time Received	Signature
3/16/2020 2PM	Verna	Cecille		3/16/19	
3/16 2:30		A. Villanueva	for posting to philgeps for 2,000 Manila only per instruction of SBAC Head	3/16/2020	
3/16/2020	Gama	Jonathan	for posting to website	3/16/2020	

BAC/PROCUREMENT UNIT

3/16/2020 2pm

Expense Code:

5020301001

Purchase Request No.: 2020-01-021

Paper Multicopy A4

Originating Unit/Office: **ASS**

ABC/Total Est. Cost:

P445,500.00

Mode of Procurement: **SHOPPING**

2/16/2020	Jonathan	Jenna/ Cecille	Posted to Corporate website	3/14/2020	awh
4/15/2020	Cecille	allison	for purchasing	4/15/2020	AW
4/15/2020	Allan		- no available supplies due to ECD - operation of local supplies resumed last May 16, 2020		