



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](http://www.philhealth.gov.ph) | [region4a@philhealth.gov.ph](mailto:region4a@philhealth.gov.ph)



## PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **PHILCOPY CORPORATION**  
 Address: Abadilla Building, Hermana Fausta St., near Corner Enriquez St.,  
Lucena City  
 Tel./Fax No.: (042) 373 7939  
 Supplier Registered with: Department of Trade and Industry

PO No. **2021-04-090**

Date: **October 26, 2021**

Terms of Payment: ON ACCOUNT  
 Mode of Procurement: DIRECT CONTRACTING

Please deliver to this office within 30 days from receipt hereof of the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	20	ctdg	TONER CARTRIDGE, for Kyocera FS4100DN, TK3114	8,450.00	169,000.00
					169,000.00
			Less Taxes: 5% VAT	7,544.64	
			1% EWT	1,508.93	9,053.57
			<b>TOTAL AMOUNT</b>		<b>159,946.43</b>
			Purchase Request No: 2021-01-104		
			Date: 13-Sep-21		

**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 Reiteration 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**  
 Chief, MSD

Certified Budget Available:	Funds Available in the amount of:	169,000.00	APPROVED:
 <b>MA. PAMELA B. LEYNES</b> Fiscal Examiner A	 <b>ARON R. RIANO</b> Fiscal Controller IV	 <b>ARLAN M. GRANALI</b> ARVP, PRO IVA	
With in the COB: 2021 COB	Expense Code: 5020301002		
Budget: 169,000.00	Remarks:		
Conforme:		Received Copy of PO:	
 Signature over Printed Name and Position of Authorized Representative		Date	





## Notice to Proceed

October 28, 2021

**MR. ALLAN ARENAS**

Manager

Philcopy Corporation

Abadilla Bldg. Hermana Fausta St.

near Cor. Enriquez Sts.

Lucena City

Dear Mr. Arenas:

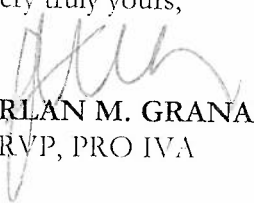
The attached **Purchase Order No. 2021-04-090** having been approved, notice is hereby given to **Philcopy Corporation**, that the **supply and delivery of IT supplies** shall commence on **October 29, 2021** with details as follows:

Item/Description	Quantity	Quoted Price
Toner Cartridge for Kyocera FS4100DN TK3114	20 ctdg	₱ 169,000.00

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule stated in the Purchase Order.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to PhilHealth Region IVA.

Very truly yours,

  
**ARLAN M. GRANALI**

ARVP, PRO IVA

I acknowledge receipt of this Notice on 11/2/21

Name of the Representative of the Bidder: PHILCOPY CORPORATION

Authorize Signature: 





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**PHILIPPINE HEALTH INSURANCE CORPORATION**




PhilHealth Regional Office IVA  
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UNIVERSAL HEALTH CARE  
TALLOKALAN AT KALIGIRAN NG LAMAY

## CERTIFICATE OF AVAILABILITY OF FUNDS (CAF)

Cost Center	ADMIN	ROF#:	2021-0195	10/26/2021
		CAF#:	2021-0195	10/26/2021
Particulars			Account Code (to be filled out by Budget)	Amount
20 CTDG., TONER CARTDRIDGE, FOR KYOCERA FS4100DN, TK3114			5020301002	₱169,000.00
Payee: PHILCOPY CORPORATION				
Reference: PO NO. 2021-04-090				
TOTAL				₱169,000.00

REQUESTED BY	FUNDS AVAILABLE	CERTIFICATION
Certified: Charges to budget necessary, lawful and under my direct supervision  Signature:  Printed Name: <b>Joseph Adrian R. Rejano</b> Position: <b>AO III</b> Office: <b>ADMIN</b> Date: <b>10/26/21</b> Remarks:	Certified: Budget available and earmarked for the purpose, as indicated above  Signature:  Printed Name: <b>Ma. Pamela B. Leynes</b> Position: <b>Budget Officer - Designate</b> Office: <b>MSD-FMS</b> Date: <b>10/26/21</b> Remarks:	Certified: Funds available for disbursement herein described; in the amount specified  Signature:  Printed Name: <b>Aron R. Riano</b> Position: <b>Fiscal Controller IV</b> Office: <b>MSD-FMS</b> Date: <b>OCT 26 2021</b> Remarks:





Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

PhilHealth Regional Office IVA  
Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City  
Call Center (02) 441-7442 Contact Number (042) 373-7554  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph) region4a@philhealth.gov.ph



UNIVERSAL HEALTH CARE  
FOR ALL PHILIPPINES

## CERTIFICATE OF AVAILABILITY OF FUNDS (CAF)

Cost Center	ADMIN	ROF#:	2021-0195	10/26/2021
		CAF#:	2021-0195	10/26/2021
Particulars			Account Code (to be filled out by Budget)	Amount

20 CTDG., TONER CARTDRIDGE, FOR KYOCERA FS4100DN, TK3114

5020301002




₱169,000.00

Payee: **PHILCOPY CORPORATION**

Reference: **PO NO. 2021-04-090**

**TOTAL**

**₱169,000.00**

REQUESTED BY	FUNDS AVAILABLE	CERTIFICATION
<p>Certified: Charges to budget necessary, lawful and under my direct supervision</p> <p>Signature: </p> <p>Printed Name: <b>Joseph Adrian R. Rejano</b></p> <p>Position: <b>AO III</b></p> <p>Office: <b>ADMIN</b></p> <p>Date: <b>10/26/21</b></p> <p>Remarks:</p>	<p>Certified: Budget available and earmarked for the purpose, as indicated above</p> <p>Signature: </p> <p>Printed Name: <b>Ma. Pamela B. Leynes</b></p> <p>Position: <b>Budget Officer - Designate</b></p> <p>Office: <b>MSD-FMS</b></p> <p>Date: <b>10/26/21</b></p> <p>Remarks:</p>	<p>Certified: Funds available for disbursement herein described; in the amount specified</p> <p>Signature: </p> <p>Printed Name: <b>Aron R. Riano</b></p> <p>Position: <b>Fiscal Controller IV</b></p> <p>Office: <b>MSD-FMS</b></p> <p>Date: <b>OCT 26 2021</b></p> <p>Remarks:</p>





## Notice of Award

October 19, 2021

**MR. ALLAN ARENAS**

Manager

Philcopy Corporation

Abadilla Bldg. Hermana Fausta St.

near Cor. Enriquez Sts.

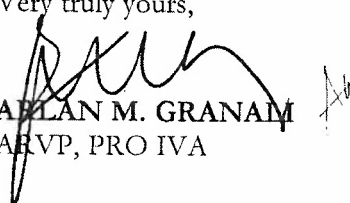
Lucena City

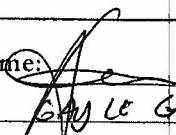
Dear Mr. Arenas:

Please be informed that your price quotation for supply of IT supplies with details listed below, at a contract price of **ONE HUNDRED SIXTY NINE THOUSAND PESOS ONLY (₱ 169,000.00)** is hereby accepted.

Item/Description	Quantity	Quoted Price
Toner Cartridge for Kyocera FS4100DN TK3114	20 ctdg	₱ 169,000.00

Very truly yours,

  
**ALLAN M. GRANAM**  
ARVP, PRO IVA

Conforme: 

Name

Gayle Garcia

Position

CUSTOMER SERVICE REP.

Date

10/25/21





Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

PhilHealth Regional Office IVA  
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UNIVERSAL HEALTH CARE  
PhilHealth Regional Office IVA

## REQUEST FOR QUOTATION

OFFICE/DEPARTMENT: MSD-Admin Section

- All entries must be typewritten or written legibly in print
- Except for custom-made items, delivery period shall be within \_\_\_\_\_ calendar days from receipt of the approved Purchase Order.
- Standard warranty period: (from date of acceptance by PhilHealth)  
For Supplies & Materials: at least six (6) months  
For Equipment: at least one (1) year
- Price validity shall be for a period of 30 calendar days
- Valid & Current Mayor's Permit/Municipal License
- Income/Business Tax Return (for ABCs above P500K)
- Omnibus Sworn Statement (for ABCs above P50K)
- PhilHealth Certificate of Good Standing
- PhilGEPS Registration Number
- 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 \_\_\_\_\_ to \_\_\_\_\_.

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

**ALLAN JEFFREY F. DATINGUINO**

Official Canvasser

Tel No: (042) 373 7782

Telefax: (042) 373 7056

email add: procurement.pro4a@gmail.com

**JOY ANNE J. BANTUCAN**

Administrative Services Officer II

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
20	ctdg	TONER CARTRIDGE, for Kyocera FS4100DN, TK3114	₱8,450.00	₱169,000.00
		***nothing follows***		

Delivery Period: \_\_\_\_\_

Waranty: \_\_\_\_\_

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:

Abadilla Bldg. - HANA Forestor.  
Enrique St. Lucena City

Tel. nos./Fax no.:

373-7839

Email Address:

lucena@philcopy.net

**PHILCOPY CORPORATION**

Corporate Name / PhilGEPS Registration Number

20010620599572903146

Signature over Printed Name of Authorized Representative

000-169-318-011

Tax Identification Number (VAT / N-VAT)

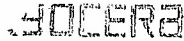


VAT



N-VAT





KYOCERA Document Solutions Asia Limited  
13/F., Mita Centre, 552-566 Castle Peak Road  
Tsuen Wan, New Territories, Hong Kong  
Tel: (852) 2496 5678  
Fax: (852) 2610 2003  
<http://www.kyoceradocumentalsolutions.asia>

12<sup>th</sup> March 2021

Document reference: TD/PH/21031201

Philcopy Corporation  
P.O. Box 5190, Philcopy Bldg.,  
793, J. Rizal St., Makati,  
Metro Manila, Philippines

Attention: Mr. Efren Lim Quidilla  
President


Sworn Certificate of Guarantee  
Exclusive Distributorship Agreement

We, KYOCERA Document Solutions Asia Limited appoint Philcopy Corporation as an exclusive distributor in marketing and servicing KYOCERA Document Solutions brand multi-functional products, laser printers and multi-functional peripheral, software solutions, including related consumables and spare parts in the Philippines. Therefore, Philcopy Corporation is responsible for sales and after sales service for the said products.

This certificate is valid till 31<sup>st</sup> March, 2022.

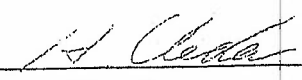
Yours faithfully,

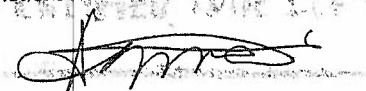
KYOCERA Document Solutions Asia Limited

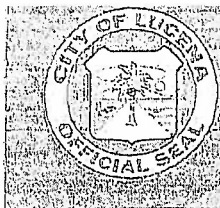
  
Takuma KIMURA, President

In witness of signature

(1) \_\_\_\_\_  
Motohiro SATO, Vice President  
KYOCERA Document Solutions Asia Limited

(2)   
Hiroyuki UEDA, Director  
KYOCERA Document Solutions Asia Limited





Republic of the Philippines  
Lucena City  
**OFFICE OF THE CITY MAYOR**  
**BUSINESS PERMIT AND LICENSING OFFICE**

Date of Application : Wednesday, Jan 13, 2021  
Business Index No.: 2003-0000946 / 2021-1576  
Permit No. : 2021-RR-08366  
Date of Issue : Thursday, Jan 21, 2021

Status : Renewal  
Nationality : \*\*\*Not Applicable\*\*\*  
Marital Status : \*\*\*Not Applicable\*\*\*  
Kind of Ownership : CORPORATION

Pursuant to Republic Act 7160, otherwise known as the Local Government Code of 1991 and as sanctioned under Section 455, paragraph b. No IV of sub-paragraph III, MAYOR'S BUSINESS PERMIT is hereby granted to:

**PHILCOPY CORPORATION**

ABADILLA BLDG. HMNA. FAUSTA COR ENRIQUEZ ST, BARANGAY XI, LUCENA CITY  
*Business Address*

**PHILCOPY CORPORATION**  
*Registered Owner*

P-1 CAMBRIDGE COR. LIVERPOOL, VICTORIA PLACE,  
CANIOGAN, PASIG CITY  
*Residence/Principal Address*

General Merchandise  
(Retailers)  
*Line of Business*

**THIS PERMIT IS VALID UNTIL  
DECEMBER 31, 2021**

DOCUMENTARY STAMP  
TAX PAID

1108997 (Full 2021)

01/21/2021

PHP 70,317.38

**\*LC10300243C\***  
Security Code

**SUBJECT TO CONDITIONS STATED HEREOF  
REMINDERS**

1. Permit granted is a privilege and not a right. Violation of any City Ordinance or prevailing laws immediately revokes your permit to conduct business in the City of Lucena.
2. This permit shall be posted conspicuously at the place where the business is/are being conducted and shall be presented and/or surrendered to competent authorities upon demand.
3. This Business Permit serves only as a grant of authority to do business within the City of Lucena, and cannot be used as a legal evidence and/or as city authorization in any kind of case or legal action pending before any court, tribunal, or any government agency exercising Quasi-Judicial function, including but not limited to any real property disputes.
4. The Business Establishment for which this Business Permit was issued is subject to inspection and verification as to compliance with applicable laws and ordinances by the City Engineering Office, City Health Office, City Treasurer's Office, City PESO Office and Bureau of Fire Protection.
5. In case of closure of business, surrender this permit to the City Treasurer for official retirement within 30 days following the closure.

**ERASURE AND/OR ALTERATION WILL INVALIDATE THIS PERMIT**



*[Signature]*



[My PhilGEPS](#)[My Organization](#)[My Profile](#)[Opportunities](#)[Catalogue](#)[Buyers](#) | [CSO](#) | [Auditor](#) | [Suppliers](#)

Wednesday, October 6, 2021 11:31 AM

Allan Jeffrey Datinguinoo PRO-IVA

[» Log-out](#)

## Organization Profile

### PHILCOPY CORPORATION (PHILCOPY)

Philcopy Bldg. 793 J. P. Rizal Avenue  
Makati City  
Metro Manila  
NCR  
Philippines  
1200  
<http://www.philcopy.net>

<b>Organization Member Type:</b>	Supplier
<b>Organization Number:</b>	1703
<b>Registration Date:</b>	22-Jun-2001
<b>Registration Type:</b>	Red
<b>Form of Organization:</b>	Corporation
<b>Organization Type:</b>	Distributor
<b>Business Category:</b>	Office Equipment
<b>Business Tax Identification Number:</b>	000169318000
<b>SEC Certificate Number:</b>	89173
<b>SEC Registration Date:</b>	23-Oct-1979
<b>Capitalization:</b>	Php 2,000,000.00
<b>Agency Registration:</b>	No
<b>Blacklisted:</b>	No

#### Contact

<a href="#">Yao, Via Camille B.</a>	63-2-8998423
<a href="#">Torres, Max Sarmiento</a>	63-2-8998421 Ext.164
<a href="#">Tolentino, Cid S</a>	63-2-8998625 Ext.32
<a href="#">Santos, Maria Jesusita P.</a>	63-2-8998625 Ext.107
<a href="#">Sandico, Crisjon Sordan</a>	63-32-3447888 Ext.21
<a href="#">Sandico, Crisjon S</a>	63-32-3447884

**SUMMARY OF EMPLOYER SUBMITTED REPORTS**

FROM-A Lucena City

Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City

Tel. no.: (042) 373 6936 (042) 373 7056 (042) 373 6703 to 04 (042) 373 6704 (fax)

Run Date: 10/06/2021

Run Time: 12:36 PM

Printed By: 30172809

Phil-Health Number : 200276308620 SSS NO : TIN : 000169318000  
 Employer Name : PHILCOPY CORPORATION  
 Address : 793 J PRIZAL AVERZAL MAKATI CITY FOURTH DIST. 1200  
 Tel No. : 8998625 Head Of Agency : FABLITO B. PINLI  
 Report Coverage : ALL

Control no.	File no.	Reporting period	TOTAL COPIES OF				Employees Reported	Amount
			MES	RFI	QR	PER		
C10117190105237	CONTRI010003902018	12/2018 - 12/2018	0	0	1	0	434	198,515.26
C10215190104666	CONTRI010000452019	01/2019 - 01/2019	0	0	1	0	441	201,148.06
C10315190104386	CONTRI010000722019	02/2019 - 02/2019	0	0	1	0	430	200,749.43
C10422190103475	CONTRI010001102019	03/2019 - 03/2019	0	0	1	0	429	201,787.69
C10527190101199	CONTRI010001472019	04/2019 - 04/2019	0	0	1	0	435	202,765.65
C10620190102706	CONTRI010001732019	05/2019 - 05/2019	0	0	1	0	436	203,185.46
C10720190100684	CONTRI010002032019	06/2019 - 06/2019	0	0	1	0	440	206,115.31
C11115190103823	CONTRI010003072019	07/2019 - 07/2019	0	0	1	0	447	208,427.30
C10930190105831	CONTRI010002782019	08/2019 - 08/2019	0	0	1	0	448	207,175.22
C11108190125654	CONTRI010003002019	09/2019 - 09/2019	0	0	1	0	443	208,405.94
C11116190101478	CONTRI010003082019	10/2019 - 10/2019	0	0	1	0	452	211,602.48
C11223190101709	CONTRI010003452019	11/2019 - 11/2019	0	0	1	0	444	209,982.28
C10123200102603	CONTRI010003772019	12/2019 - 12/2019	0	0	1	0	440	208,952.54
C10219200100269	CONTRI010000452020	01/2020 - 01/2020	0	0	1	0	439	227,879.30
C10521200101015	CONTRI010001362020	02/2020 - 02/2020	0	0	1	0	441	229,034.58
C10717200103671	CONTRI010001922020	03/2020 - 03/2020	0	0	1	0	435	225,592.81
C10717200103163	CONTRI010001922020	04/2020 - 04/2020	0	0	1	0	434	210,696.91
C10727200101714	CONTRI010002032020	05/2020 - 05/2020	0	0	1	0	423	92,495.40
C10723200101806	CONTRI010001982020	06/2020 - 06/2020	0	0	1	0	424	192,791.17
C10815200100509	CONTRI010002222020	07/2020 - 07/2020	0	0	1	0	423	202,873.11
C11001200103092	CONTRI010002682020	08/2020 - 08/2020	0	0	1	0	422	199,339.30
C11008200101943	CONTRI010002752020	09/2020 - 09/2020	0	0	1	0	387	198,845.80
C11218200109069	CONTRI010003382020	10/2020 - 10/2020	0	0	1	0	373	197,690.73
C10121210100152	CONTRI010003762020	11/2020 - 11/2020	0	0	1	0	371	197,810.10
C10120210102978	CONTRI010003752020	12/2020 - 12/2020	0	0	1	0	367	194,230.58
C10216210102431	C###EPAR010000382021	01/2021 - 01/2021	0	0	1	0	361	193,445.21
C10308210100465	C###EPAR010000522021	02/2021 - 02/2021	0	0	1	0	370	195,876.03
C10407210101155	C###EPAR010000802021	03/2021 - 03/2021	0	0	1	0	367	195,933.34
C10506210102792	C###EPAR010001032021	04/2021 - 04/2021	0	0	1	0	366	195,438.79
C10616210102233	C###EPAR010001422021	05/2021 - 05/2021	0	0	1	0	361	193,505.30
C10712210105289	C###EPAR010001472021	06/2021 - 06/2021	0	0	1	0	362	194,012.37
C10804210100366	C###EPAR010001692021	07/2021 - 07/2021	0	0	1	0	364	192,668.85
C10906210101095	C###EPAR010001992021	08/2021 - 08/2021	0	0	1	0	361	191,572.54
C11006210100406	C###EPAR010002292021	09/2021 - 09/2021	0	0	1	0	361	191,107.75

TOTAL REPORTS: 166



PURCHASE REQUEST (PR)					
PhilHealth Regional Office IVA					
Department / Office :		<b>PRO IV-A</b>		PR No.	<b>2021-01-104</b>
Division :		<b>ADMIN</b>		Date :	<b>9/15/2021</b>
Item No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
1	ctdg	TONER CARTRIDGE (For Existing units of Printers), Fuji Xerox, Docucentre V3065	7	7,085.00	49,595.00
2	ctdg	DRUM KIT (For Existing units of Printers), Fuji Xerox, Docucentre V3065	2	20,165.00	40,330.00
3	ctdg	TONER CARTRIDGE (For Existing units of Printers), for Kyocera FS4100DN, TK3114	20	8,750.00	175,000.00
2	ctdg	TONER CARTRIDGE (For Existing units of Printers), for ID Badge, EVOLIS PRIMACY DUPLEX CARD	2	4,000.00	8,000.00
****nothing follows****					
		C.O.B. / Trust : 2021 COB			
		Expense Code : 5 02 03 010 02			
		Charge to : Admin			
		Budget Limit : 272,925.00			
		Signature :			
		Ma. Pamela B. Leynes			
				<b>Grand Total</b>	<b>272,925.00</b>
We certify that the items and corresponding amount listed above are based on the CY 2021 COB and within the approved 2021 APP. All items requested under this PR SHALL NOT, hereinafter, be available for realignment, unless cancelled within the prescribed period.					
PURPOSE: Procurement of IT Supplies for 3rd qtr thru Direct Contracting					
	Prepared by:	Requested by:	Recommended by:	Approved By:	
Signature :					
Printed Name :	<b>CECILIA I. PUREZA</b>	<b>JOSEPH ADRIAN R. REJANO</b>	<b>BENJIE A. CUVINAR</b>	<b>ARLAN M. GRANADO</b>	
Designation :	AO II/OIC-GSU	OIC-ASS	MSD Chief	Acting RYP, PRO IVA	
Date :	<b>9/16/21</b>		<b>9/16/21</b>	<b>9/17/2021</b>	

VERNALYN S. CLEMENTE  
 Clerk  
 Date: **9/17/21**



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
PhilHealth Regional Office IV-A  
Luzon Grand Central Terminal, Bldg. Bayang Dupon, Luzon City  
Call Center: (02) 3441-1411 Contact Number: (02) 3441-1414  
www.philhealth.gov.ph philhealth@philhealth.gov.ph



**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**Procurement of IT Supplies for 3rd qtr thru Direct Contracting**  
within PRO IVA

Contract Duration: CY 2021

ABC No: 0041-0182  
Date: 9/16/19

ITEM NO. (a)	DESCRIPTION (b)	QTY (c)	UNIT (d)	CURRENT MARKET PRICE (e)	No. Of Days/Nights (If Applicable) (f)	Sub-Total (g)=[(c) (e) (f)]	5% Contingency for Price Escalation (h)=[(g) (5%)]	TOTAL COST (i) =[(g)+(h)]
1	TONER CARTRIDGE (For Existing units of Printers), Fuji Xerox, Docucentre V3065	7	ctdg	7,085.00		49,595.00		49,595.00
2	DRUM KIT (For Existing units of Printers), Fuji Xerox, Docucentre V3065	2	ctdg	20,165.00		40,330.00		40,330.00
3	TONER CARTRIDGE (For Existing units of Printers), for Kyocera FS4100DN, TK3114	20	ctdg	8,750.00		175,000.00		175,000.00
4	TONER CARTRIDGE (For Existing units of Printers), for ID Badge, EVOLIS PRIMACY DUPLEX CARD	2	ctdg	4,000.00		8,000.00		8,000.00
<b>TOTAL</b>								<b>272,925.00</b>

Prepared by:

Certified Funded in COB

Recommended by:

Approved:

CECILIA I. PUREZA  
AO II

ARON R. RIANO  
Head, FMS

BENJIE A. CUVINAR  
MSD Chief

ARMAN M. GRANALL  
ARVP, PRO IVA





## TECHNICAL SPECIFICATIONS

### Procurement of IT Supplies for 3rd qtr thru Direct Contracting

Item No.	Qty	Unit	Item Description and Minimum Specifications
1	ctdg	7	TONER CARTRIDGE (For Existing units of Printers), Fuji Xerox, Docucentre V3065
2	ctdg	2	DRUM KIT (For Existing units of Printers), Fuji Xerox, Docucentre V3065
3	ctdg	20	TONER CARTRIDGE (For Existing units of Printers), for Kyocera FS4100DN, TK3114
4	ctdg	2	TONER CARTRIDGE (For Existing units of Printers), for ID Badge, EVOLIS PRIMACY DUPIX CARD

Delivery Period: 30 days upon receipt of Purchase Order

Prepared by:

**CECILIA I. PUREZA**  
AO II

Noted by:

**JOSEPH ADRIAN R. REJANO**  
OIC, Administrative Services Section

Recommended by:

**BENJIE A. CUVINAR**  
MSD Chief

Approved by:

**ARLAN M. GRANALI**  
AKCP, PRO IVA



# MATRIX OF PRE-CANVASS (Supplies and Materials)


Annex D

			NAME OF SUPPLIER, ADDRESS QUOTED PRICE		
QTY	UNIT	Item Description	CENTURY OFFICE EQUIPMENT	PHILCOPY	AVIS
			Batangas City	LUCENA	M.M.
2ND QTR					
7	ctdgs	TONER CARTRIDGE (For Existing units of Printers), Fuji Xerox, Docucentre V3065	49,000.00		
3	ctdgs	DRUMKIT (For Existing units of Printers), for Fuji Xerox Phaser Printer 4622	105,000.00		
3RD QTR					
7	ctdgs	TONER CARTRIDGE (For Existing units of Printers), Fuji Xerox, Docucentre V3065	49,000.00		
2	ctdgs	DRUM KIT (For Existing units of Printers), Fuji Xerox, Docucentre V3065	39,000.00		
20	ctdgs	TONER CARTRIDGE (For Existing units of Printers), for Kyocera FSA1000DN, TK3114		169,000.00	
5	ctdgs	TONER CARTRIDGE (For Existing units of Printers), for Kyocera Taskalfa, TK6309		75,000.00	
14	ctdgs	TONER CARTRIDGE (For Existing units of Printers), Toner Cartridge, Monochrome, High yield, for Xerox Phaser Printer 4622	280,000.00		
1	ctdgs	Maintenance Kit (For Existing units of Printers), for Kyocera Taskalfa, MK6305A		58,800.00	
2	ctdgs	TONER CARTRIDGE (For Existing units of Printers), for ID Badge, EVOUS, PRIMACY DUPLEX CARD			7,600.00


I certify that the items above is/are for budgetary purposes only

Quotations from different suppliers may differ after the official price canvass have been made by the authorized canvasser

CECILIA I. PUREZA  
AQ II/OIC, GSU



PENJIE A. CUVINAR  
MSO Chief



I certify that the items above is/are for budgetary purposes only  
Quotations from different suppliers may differ after the official price canvass  
have been made by the authorized canvasser

*CECILIA I. PUREZA*  
AD II/OIC, GSU

*RENIE A. CUVINAR*  
MSD Chief



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[www.philhealth.gov.ph](http://www.philhealth.gov.ph) | [region4a@philhealth.gov.ph](mailto:region4a@philhealth.gov.ph)



## REQUEST FOR QUOTATION

OFFICE/DEPARTMENT: \_\_\_\_\_

- All entries must be typewritten or written legibly in print
- Except for custom-made items, delivery period shall be within \_\_\_\_\_ calendar days from receipt of the approved Purchase Order.
- Standard warranty period: (from date of acceptance by PhilHealth)  
 For Supplies & Materials: at least six (6) months  
 For Equipment: at least one (1) year
- Price validity shall be for a period of 30 calendar days
- Valid & Current Mayor's Permit/Municipal License (Certified True Copy shall be submitted prior to processing of payment)
- PhilHealth Certificate of Good Standing
- PhilGEPS Registration Number
- 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 \_\_\_\_\_ to \_\_\_\_\_

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

**ALLAN JEFFREY F. DATINGUINO**

Official Convasser

Tel No: \_\_\_\_\_

Telefax: (042) \_\_\_\_\_

email add: \_\_\_\_\_

Date: June 28, 2021

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TO:

PhilHealth Regional Office IV-A

Lucena Grand Central Terminal

Brgy. Ilayang Dupay, Lucena City

ATTENTION: \_\_\_\_\_

1	ctdg	TONER CARTRIDGE (For Existing units of Printers), Fuji Xerox, Docucentre V3065	7,000.00	7,000.00
1	ctdg	DRUM KIT (For Existing units of Printers), Fuji Xerox, Docucentre V3065	19,500.00	19,500.00
1	ctdg	TONER CARTRIDGE (For Existing units of Printers), Toner Cartridge, Monochrome, High Yield, for Xerox Phaser Printer 4622	40,000.00	40,000.00
1	ctdg	TONER CARTRIDGE (For Existing units of Printers), Drumkit for Xerox Phaser Printer 4622	35,000.00	35,000.00
***nothing follows***				

Delivery Period: 30-45 days

Warranty: 3 months

Items available until: up to 1 year

I/We bind ourselves that the prices quoted above are the lowest we can offer and are applicable from June 28, 2021 to July 28, 2021

Business Address:

end Rd Orce Subd.  
Kumintang Ibabang Bati. City

Tel. nos./Fax no.:

(042) 722-08-62

Email Address:

argjefr@gnail.com

40050403021923465036

Century Office Equip Trade

Corporate Name / PhilGEPS Registration Number

Justo O. Ochoa

Signature over Printed Name of Authorized Representative

181-453-252-003

Tax Identification Number (VAT / N-VAT)



Republic of the Philippines  
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 PhilHealth Regional Office IVA  
 Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City  
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[www.philhealth.gov.ph](http://www.philhealth.gov.ph) | [region-4@philhealth.gov.ph](mailto:region-4@philhealth.gov.ph)



## REQUEST FOR QUOTATION

OFFICE/DEPARTMENT \_\_\_\_\_

- All entries must be typewritten or written legibly in print
- Except for custom-made items, delivery period shall be within \_\_\_\_\_ calendar days from receipt of the approved Purchase Order.
- Standard warranty period: (from date of acceptance by PhilHealth)  
 For Supplies & Materials: at least six (6) months  
 For Equipment: at least one (1) year
- Price validity shall be for a period of 30 calendar days
- Valid & Current Mayor's Permit/Municipal license (Certified True Copy shall be submitted prior to processing of payment)
- PhilHealth Certificate of Good Standing
- PhilGEPS Registration Number
- 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 \_\_\_\_\_ to \_\_\_\_\_

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

**ALLAN JEFFREY F. DATINGUINO**

Official Canvasser

Tel No. \_\_\_\_\_

TeleFax: (042) \_\_\_\_\_

email add: \_\_\_\_\_

Date: \_\_\_\_\_

**CECILIA I. PUREZA**

Immediate Supervisor

Date: \_\_\_\_\_

TO:

PhilHealth Regional Office IV-A

Lucena Grand Central Terminal

Brgy. Ilayang Dupay, Lucena City

ATTENTION \_\_\_\_\_

1	ctdg	TONER CARTRIDGE (For Existing units of Printers), for Kyocera FS4100DN, TK3114	P 8,450.00	P 8,450.00
1	ctdg	TONER CARTRIDGE (For Existing units of Printers), for Kyocera TaskAlfa, Tk6309	P 15,000.00	P 15,000.00
1	ctdg	Maintenance Kit (For Existing units of Printers), for Kyocera FS4100DN, MK 3134	P 18,500.00	P 18,500.00
1	ctdg	Maintenance Kit (For Existing units of Printers), for Kyocera TaskAlfa, MK630	P 58,800.00	P 58,800.00
***nothing follows***				

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Items available until: \_\_\_\_\_

/We bind ourselves that the prices quoted above are the lowest we can offer and are applicable from \_\_\_\_\_ to \_\_\_\_\_

Business Address:

Abadilla Bldg. HANA Pusta cor. Pangra  
St. Lucena City

Tel. nos./Fax no.:

373-78-39

Email Address:

Lucena@philhealth.gov.ph

**PHILCORP CORPORATION**

Corporate Name / PhilGEPS Registration Number

200106205945729031146

Signature over: Printed Name of Authorized Representative

000-169-318-011  
 Tax Identification Number (VAT / N-VAT)





ACC Corporate Center #45 7th Avenue, Cubao,  
Quezon City, Philippines  
Tel (02) 291-08-63 • www.aillcard.com.ph

SALES QUOTE

Company: <b>Philippine Health Insurance Corp.</b>	Attention: <b>ALLAN JEFFREY F. DATINGUINOO</b>	Date: <b>07-Jul-21</b>
Address: <b>Lucena Grand Central Terminal</b>	Designation: <b>Procurement Unit</b>	Ref. No.: <b>SQ-2021-0901</b>
<b>Brgy. Ilayang Dupay</b>	Phone: <b>(042) 373 7782</b>	Page:
<b>Lucena City</b>	Email: <b>procurement.pro4a@gmail.com</b>	Rev
TIN#:		

Product Specification:	QTY	Unit Price	Total
<b>EVOLIS CONSUMABLES</b>			
<b>I. CONSUMABLES FOR EVOLIS PRINTER</b>			
<b>~ R5F002SAA - YMCKO COLORED RIBBON 200 PRINTS</b>	<b>1</b>	<b>3,800.00</b>	<b>3,800.00</b>
<b>II. TERMS &amp; Condition:</b>			
1. Terms of Payment: COD			
BELOW SK WORTH OF CONSUMABLES IMUST BE CASH BASIS AND APPROVED TERMS WILL APPLY FOR SK ABOVE PO			
2. Payment Details: Please make cheque payable to / Deposit payment under the account of AVLS- All Visual & Lights Systems Corp. in any of:			
a.) BANCO DE ORO , Aurora Cubao, Branch Account No. 1010-7118 Account No. 1010 7118			
b.) ALLIED BANK. Aurora Cubao Branch Account No. 0221-05-8888			
3. Delivery: FREE for single receipt purchases of at least PHP20,000 ( within Metro Manila )			
4. Delivery Lead Time: 30 to 45 working days upon receipt of Purchase Order. Stock, 30-45 days if non stock.			
5. All warranties and services will be served strickly on the use of certified Zebra / Evolis consumables from ALLCARD Plastics Phils. Inc. / AVLS / The Hive and authorized resellers.			
6. PRICE QUOTED HERE IN : <b>VAT INCLUSIVE</b>			
7. Quote Validity : 30 DAYS			
<b>Prepared by:</b> Angelito JC Villanueva		<b>Sub Total</b>	
<b>Position:</b> Sales Associate		<b>Discount</b>	
<b>Contact No.:</b> 0917-8073165		<b>VAT</b>	
		<b>Gov't Tax</b>	
		<b>TOTAL</b> 3,800.00	
<b>CONFORME:</b>			
Signature over printed name		Date	

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

No. 2021-042

END USER/UNIT: ADMINISTRATIVE SERVICES SECTION  
Charged to COB: Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
From: IT Supplies																
Procurement of IT Supplies																
	IT Supplies		2,544,951.95													
TOTAL BUDGET:			2,544,951.95													
To: IT Supplies																
Procurement of IT Supplies for 2nd Qtr																
	TONER CARTRIDGE (For Existing units of printers) for HP CE390A (HP 90A) Black, for HP LaserJet Printer M455 MFP / M401DN / M401N / M402DN / M402N / M402X / M403DN / M403N / M403X / M403XN	10 ctgds	113,500.00	HP-53.5 Agency to Agency				✓	✓	✓						
	TONER CARTRIDGE (For Existing units of printers) for HP NFP 725DN HP14A, C-214A	6 ctgds	70,000.00	Shipping				✓	✓	✓						
	TONER CARTRIDGE (For Existing units of printers) for HP printer M607 (HP17A)	30 ctgds	325,000.00	Shipping				✓	✓	✓						
	INK CARTRIDGE (For Existing units of printers) for HP F6U26AA (HP 680) BLACK FOR HP PRINTER	40 ctgds	22,890.00	HP-53.5 Agency to Agency				✓	✓	✓						
	INK CARTRIDGE (For Existing units of printers) for HP F6U26AA (HP 680) TRICOLOR FOR HP PRINTER	40 ctgds	22,890.00	HP-53.5 Agency to Agency				✓	✓	✓						
	INK CARTRIDGE (For Existing units of printers) for HP PRO 6830 PRINTER HP935X (BLACK)	10 ctgds	21,173.30	Shipping				✓	✓	✓						
	INK CARTRIDGE (For Existing units of printers) for HP PRO 6830 PRINTER HP935X (CYAN)	5 ctgds	6,809.80	Shipping				✓	✓	✓						
	INK CARTRIDGE (For Existing units of printers) for HP PRO 6830 PRINTER HP935X (MAGENTA)	5 ctgds	6,809.80	Shipping				✓	✓	✓						
	INK CARTRIDGE (For Existing units of printers) for HP PRO 6830 PRINTER HP935X (YELLOW)	5 ctgds	6,809.80	Shipping				✓	✓	✓						

PHILIPPINE HEALTH INSURANCE CORPORATION REGION IVA  
Lucena Grand Central Terminal, Iliyang Dupay, Lucena City

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	TONER CARTRIDGE (For Existing units of Printers), Fuji Xerox, Docucentre V3065	7 ctdgs	49,595.00	Direct Contracting				✓	✓	✓						
	DRUM KIT (For Existing units of Printers), for Xerox Phaser Printer 4622	3 ctdgs	105,000.00	Direct Contracting				✓	✓	✓						
	Ribbon (For Existing units of Printers), for Epson 2190/2180	15 ribbons	14,249.10	NP-53.5 Agency-to-Agency				✓	✓	✓						
	Ribbon (For Existing units of Printers), for Epson for LX310	7 ribbons	877.45	NP-53.5 Agency-to-Agency				✓	✓	✓						
	UPS Battery	60 pcs	90,600.00	Shopping				✓	✓	✓						
Procurement of IT Supplies for 3rd Qtr																
	TONER CARTRIDGE (For Existing units of Printers), for Laserjet colored printer, HP202A Black	15 ctdgs	57,000.00	Shopping						✓	✓	✓	✓	✓		
	TONER CARTRIDGE (For Existing units of Printers), for Laserjet colored printer, HP202A Cyan	5 ctdgs	23,748.40	Shopping						✓	✓	✓	✓	✓		
	TONER CARTRIDGE (For Existing units of Printers), for Laserjet colored printer, HP202A Magenta	5 ctdgs	23,748.40	Shopping						✓	✓	✓	✓	✓		
	TONER CARTRIDGE (For Existing units of Printers), for Laserjet colored printer, HP202A Yellow	5 ctdgs	23,748.40	Shopping						✓	✓	✓	✓	✓		
	TONER CARTRIDGE (For Existing units of Printers), for HP MFP 725DN HP-14A	4 ctdgs	52,500.00	Shopping						✓	✓	✓	✓	✓		
	CE 215A									✓	✓	✓	✓	✓		
	TONER CARTRIDGE (For Existing units of Printers), for HP printer M607 (HP-17A)	30 ctdgs	320,000.00	Shopping						✓	✓	✓	✓	✓		
	TONER CARTRIDGE (For Existing units of Printers), for HP Laserjet PRO M201r B3A	5 ctdgs	15,800.00	NP-53.5 Agency-to-Agency						✓	✓	✓	✓	✓		
	TONER CARTRIDGE (For Existing units of Printers), for HP LASERJET PRO M102A (17A)	2 ctdgs	7,350.00	NP-53.5 Agency-to-Agency						✓	✓	✓	✓	✓		
	INK CARTRIDGE (For Existing units of Printers), for HP F6V26AA (HP 680) BLACK FOR HP PRINTER	35 ctdgs	19,199.51	NP-53.5 Agency-to-Agency						✓	✓	✓	✓	✓		
	INK CARTRIDGE (For Existing units of Printers), for HP F6V26AA (HP 580) FAL-COLOR FOR HP PRINTER	32 ctdgs	17,000.00	NP-53.5 Agency-to-Agency						✓	✓	✓	✓	✓		
	INK CARTRIDGE (For Existing units of Printers), for HP PRO 6830 PRINTER HP934X1 (BLACK)	5 ctdgs	9,500.00	Shopping						✓	✓	✓	✓	✓		

PHILIPPINE HEALTH INSURANCE CORPORATION REGION IVA  
Lucena Grand Central Terminal, Ilayang Dupay, Lucena City

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	INK CARTRIDGE (For Existing units of Printers), FOR HP PRO 6830 PRINTER, HP935XL (CYAN)	5 ct/dgs	6,700.00	Shipping							✓	✓	✓			
	INK CARTRIDGE (For Existing units of Printers), FOR HP PRO 6830 PRINTER, HP935XL (MAGENTA)	5 ct/dgs	6,700.00	Shipping							✓	✓	✓			
	INK CARTRIDGE (For Existing units of Printers), FOR HP PRO 6830 PRINTER, HP935XL (YELLOW)	5 ct/dgs	6,700.00	Shipping							✓	✓	✓			
	TONER CARTRIDGE (For Existing units of Printers), Fuji Xerox, Docucentre V3065	7 ct/dgs	49,595.00	Direct Contracting							✓	✓	✓			
	DRUM KIT (For Existing units of Printers), Fuji Xerox, Docucentre V3065	2 ct/dgs	40,330.00	Direct Contracting							✓	✓	✓			
	TONER CARTRIDGE (For Existing units of Printers), for Kyocera FS4100DN, TK-3114	20 ct/dgs	175,000.00	Direct Contracting							✓	✓	✓			
	TONER CARTRIDGE (For Existing units of Printers), for Kyocera TASKALFA, TK-6109	5 ct/dgs	78,000.00	Direct Contracting							✓	✓	✓			
	TONER CARTRIDGE (For Existing units of Printers), Toner Cartridge, Monochrome, High Yield, for Xerox Phaser, Printer 4622	14 ct/dgs	285,000.00	Direct Contracting							✓	✓	✓			
	Maintenance Kit (For Existing units of Printers), for Kyocera TASKALFA, MK6105A	1 ct/dg	60,000.00	Direct Contracting							✓	✓	✓			
	Ribbon (For Existing units of Printers), for Epson 2190/2180	10 ribbons	8,000.00	NP-53.5 Agency-to-Agency							✓	✓	✓			
	Ribbon (For Existing units of Printers), for Epson for 1831D	4 ribbons	500.00	NP-53.5 Agency-to-Agency							✓	✓	✓			
	TONER CARTRIDGE (For Existing units of Printers), for ID Badge, EVOLIS PRIMACY DUPIX CARD	2 ct/dgs	8,000.00	Direct Contracting							✓	✓	✓			
	MOUSE, Optical, USB, with scroll wheel left and right	2 units	469.24	NP-53.5 Agency-to-Agency							✓	✓	✓			
	UTP Cable, CAT 6	1 box	2,800.00	Shipping							✓	✓	✓			
	RJ 45, for CAT 6 cable	125 pcs	858.75	Shipping							✓	✓	✓			
	UPS Battery	40 pcs	61,000.00	Shipping							✓	✓	✓			

Procurement of IT Supplies for 4th Qtr

PHILIPPINE HEALTH INSURANCE CORPORATION REGION IVA  
Lucena Grand Central Terminal, Ilayang Dupay, Lucena City

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	TONER CARTRIDGE (For Existing units of Printers), for Laserjet colored printer, HP202A Black	10 ctgds	39,000.00	Shopping										✓	✓	✓
	TONER CARTRIDGE (For Existing units of Printers), for Laserjet colored printer, HP202A Cyan	5 ctgds	23,000.00	Shopping										✓	✓	✓
	TONER CARTRIDGE (For Existing units of Printers), for Laserjet colored printer, HP202A Magenta	5 ctgds	23,000.00	Shopping										✓	✓	✓
	TONER CARTRIDGE (For Existing units of Printers), for Laserjet colored printer, HP202A Yellow	5 ctgds	23,000.00	Shopping										✓	✓	✓
	TONER CARTRIDGE (For Existing units of Printers), for HP Laserjet P4012A, HP 75A	5 ctgds	16,500.00	Shopping										✓	✓	✓
	TONER CARTRIDGE (For Existing units of Printers), Toner Cartridge, Monochrome, High Yield for Xerox Phaser Printer 4622	10 ctgds	205,000.00	Direct Contracting										✓	✓	✓
	<b>TOTAL BUDGET:</b>		<b>2,544,951.95</b>													

NOTE: Technical Specifications for each item/project being proposed shall be submitted as part of the PMP

Prepared By:

*Cecilia I. Pureza*  
CECILIA I. PUREZA  
AO II

Submitted By:








*Joseph Adrian R. Relano*  
JOSEPH ADRIAN R. RELANO  
DIC, Administrative Services Section

**ACTIVITY and ROUTE SLIP**

SBAC/PROCUREMENT UNIT

Date & Time Received: September 13, 2021 9:30am  
 Project Title: IT supplies 3rd quarter  
 ABC/Total Est. Cost: ₱272,925.00  
 Expense Code: 5020301002

Purchase Request No.: 2021-01-104  
 Originating Unit/Office: ASS  
 Mode of Procurement: DIRECT CONTRACTING

ACTIVITY	PERSONNEL ASSIGNED	DATE & TIME ACCOMPLISHED	SIGNATURE	REMARKS
Initial Assessment of Required Docs	SBAC - V. Clemeña	9/13/21 9:30am		Required Documents to be submitted in 3 sets (original & 2 copies): <input checked="" type="checkbox"/> 1. APP <input checked="" type="checkbox"/> 2. PPMP <input checked="" type="checkbox"/> 3. PR (at least 3 original copies) <input checked="" type="checkbox"/> 4. ABC (at least 2 original copies and 1 copy) <input type="checkbox"/> 5. Tech Specs <input type="checkbox"/> 6. Certificate of Exclusive Distributorship (applicable to projects delegated to End-user) <input type="checkbox"/> 7. Request for Quotation / Copy of letter to supplier (CO No. 2020-0019) - applicable to projects delegated to End-user <input type="checkbox"/> 8. Quotation/Pro-forma Invoice (applicable to projects delegated to End-user)
Updating to PPMP database	SBAC - J. Bantucan	9/13		
Preparation & Approval of RFQ	Allan D.	9/16/21		procurement unit only
Encoding to PMD	SBAC - V. Clemeña			
Requesting of Quotation from Supplier	Allan D. / End-User	10/06/21		Supplier: <u>Philcopy Corporation</u> <input checked="" type="checkbox"/> 1. Quotation/Pro-forma Invoice <input checked="" type="checkbox"/> 2. Certificate of Exclusive Distributorship <input checked="" type="checkbox"/> 3. Mayor's/Business Permit <input checked="" type="checkbox"/> 4. PhilGEPS registration number <input checked="" type="checkbox"/> 5. PhilHealth Certificate of Good Standing/Copy of Remittance <input checked="" type="checkbox"/> 6. ITR/Business Tax Return with ABC above 500K
Recommendation of Award by BAC	BAC	Date of Meeting <u>Oct 12</u> PRO BAC Reso No. <u>86</u>		
Preparation & Approval of Reso & NOA	SBAC - V. Clemeña	10/19		
Preparation & Approval of PO/JO	Allan D. / End-User	10/20/21		
Submission of NOA & PO to SBAC	Allan D. / End-User	Date & Time submitted: <u>10/20/21</u> <u>2021-04-090</u>		
Posting of Award to PhilGEPS & Corp. Website (applicable to above 50K)	SBAC - A. Villanueva/J. Anat			<b>PhilGEPS</b> Date Posted: _____ Award Notice No. _____ Reminder: Attach print-out of posting of award to contract  <b>Corp. Website</b> Date Emailed: _____ Email Address: <u>natividadp@philhealth.gov.ph</u> or <u>postrem@philhealth.gov.ph</u>
Preparation & Approval of NTP	SBAC - V. Clemeña			
Serving of NTP & PO/JO	Allan D. / Arlon B.	11/3/21		

## SBAC/PROCUREMENT UNIT

9:30am

Purchase Request No.: **2021-01-104**

## IT supplies 3rd quarter

Originating Unit/Office: **ASS**

**P272,925.00**

Mode of Procurement: **DIRECT CONTRACTING**

SBAC - A. Villanueva

PS Attach copy of NTP to Contract

**PhilGEPS**

Date Posted:

Award Notice No.

Reminder: Attach print-out of posting of award to contract

**Corp. Website**

Date Emailed:

Email Address: \_\_\_\_\_natividadp@philhealth.gov.ph or

DATE & TIME ISSUED	FROM	ISSUED TO	REMARKS	DATE & TIME RECEIVED	SIGNATURE
9/13/21 9:30am	Verna	Joy		9/13 10:27	[Signature]
9/13 2:15	Joy	Allan	for PAC evaluation	9/14/21	[Signature]
9/14	Allan	Mr. Verna	for PAC Agenda	10/6/21	[Signature]
10/14	Verna	BAC	for PAC res.		[Signature]
10/17	Joy	Verna	forwarded NOA; for submission	10-22	[Signature]
10/22	Verna	Opelan	up Approved PO		[Signature]
10-25-21	Allan		- send NOA		
10-26-21	Allan	Mr. (wace	for PO checking	10/26	M. CARR
10/26	m. CARR	param			
10-27-21	Allan	Mr Verna	for app prep.		[Signature]
10/29	Verna	allan	forwarded NTP		