

NOTICE OF AWARD

23 May 2014

Madam:

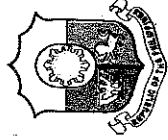
Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Supplemental Annual Procurement Plan No. 2 for CY 2014, the Department of Foreign Affairs is awarding the procurement for the re-upholstery of sofa set and chairs at the Office of United Nations and other International Organizations (UNIO) to your firm, **APBER Trading**, in the amount of **Thirty Thousand Pesos (Php 30,000.00)** only, inclusive of all taxes and other lawful charges, subject to the signing of the Job Order.

Very truly yours,

L. Lacanlale
LINGLINGAY F. LACANLALE
 Undersecretary for Administration
 and Head of the Procuring Entity

MS. AIDA B. ILAGAN
 Sales Manager
 APBER TRADING
 B1 16 HSH San Bartolome
 Novaliches, Quezon City

*Received by:
 Lina L. Valera
 27 June 2014*



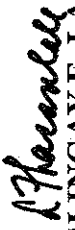
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B1 16 HSH San Bartolome
Novaliches, Quezon City

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




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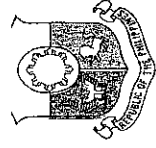
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Undersecretary for Administration
and Head of the Procuring Entity

MS. AIDA B. ILAGAN
Sales Manager
APBER TRADING
B1 I6 HSH San Bartolome
Novaliches, Quezon City

Sr. Sp. Asst. N. Servigon	
BAC Chairman E.D. Austria-Garcia	
BAC Vice-Chairman J.V.Chan-Gonzaga	
BAC Members: E.C. Yulo	_____
G.P. Abiog	_____
G.B. Musor	
B.T. L. Santos	
End-User Representative:	
Asst. Sec. J.R.S. Domingo	_____
BAC Secretariat:	
Head - A.O. Vallespin	
A. De Asis-Del Mundo	_____
S.P. Toledo	
G.C. Fernandez	_____

9191-14



JOB ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: **APBER TRADING**
Address: Blk-1 lot-g HSH San Bartolome Novalesches
Quezon City
Tel no : 800-9104/806-2048

J.O. No. 05-007-14
Date 20-May-14
Mode of Procurement Small value

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Property Maintenance and Transportation Division
Date of Delivery: _____

Delivery Term: 20 days
Payment Term: 30 days

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			UNIO		
			Re-upholstery		
1	unit	1	Sofa Set, 4-seater	P 15,000.00	P 16,000.00
2	unit	4	Side Chair, 1-seater (DFA-02-03-C71-06, DFA-02-03-C72-06, DFA-02-03-C56-06, DFA-02-03-C57-06) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	P 3,500.00	P 14,000.00
					P 30,000.00

(total Amount in Words)

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

Conforme:

(Signature over printed name)

(Date)

Very truly yours,

Melita S. Sta. Maria-Thomeczek
MELITA S. STA MARIA-THOMECEK
Assistant Secretary, OPAS

Requisitioning Officer: *[Signature]*
JESUS R. S. DOMINGO
ASSISTANT SECRETARY

Funds Available:

ALVAR E. ROSALES
Chief Accountant

Amount:

ALOBS No.:

atc

OFFICE OF FISCAL MANAGEMENT
FINANCIAL EVALUATION AND CONTROL DIVISION

MEMORANDUM FOR :

The Director Property Division

SUBJECT:

Price Verification A.C. No.05-021-14 dated 14 May 2014

Per your request we verified the prices quoted by various suppliers in the attached A.C. 05-021-14 dated 14 May 2014 for the repair and re-upholstery of 1 unit Sofa set and 4 units of side chair for the official use of UNIO and found the price quoted by APBER TRADING reasonable based on three (3) quotations submitted by different suppliers and based on prevailing market price.

For your guidance,


ROSALYN GALLO
Acting Director - FECD-OFM

14 May 2014

OFFICE OF FISCAL MANAGEMENT
FINANCIAL EVALUATION AND CONTROL DIVISION

MEMORANDUM FOR :

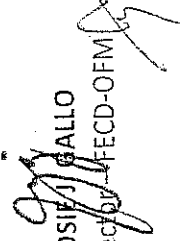
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For your guidance,


ROSILYN GALLO
Acting Director of FECD-OFM

14 May 2014

DEPARTMENT OF FOREIGN AFFAIRS
Property, Maintenance and Transportation Division

[Signature]
16/MAY 2014

MEMO TO : Financial Evaluation and Control Division

SUBJECT : For Price Verification

DATE : 14 MAY 2014

With reference to the above subject/communication/documents, hereto attached would be appreciated if:

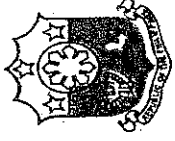
- Verification of Price
- Comments/Recommendation
- Appropriate Action
- Approval

could be effected.

KERWIN ORVILLE C. TATE

Director, PMTD-OPAS

[Signature]



Kagawaran ng Agnayang Panlabas

Department of Foreign Affairs

**OFFICE OF PERSONNEL AND ADMINISTRATIVE SERVICES
PROPERTY, MAINTENANCE AND TRANSPORTATION DIVISION**

CERTIFICATION

This is to certify that item(s) listed per Abstract of Canvass No. 05-021-14 dated 14 May 2014 attached hereto is/are not included in Procurement Service price list.

This certification is issued for accounting and auditing purposes.


KERWIN ORVILLE C. TATE
Director, PMTD

14 May 2014

**OFFICE OF PERSONNEL AND ADMINISTRATIVE SERVICES
PROPERTY, MAINTENANCE AND TRANSPORTATION DIVISION**

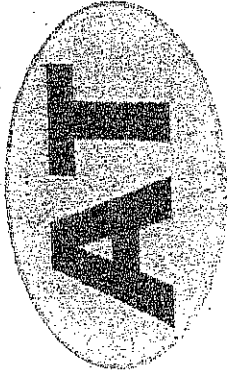
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This certification is issued for accounting and auditing purposes.


KERWIN ORVILLE C. TATE
Director, PMTD

14 May 2014



APBER TRADING

B1 L6 HSH San Bartolome Novaliches Quezon City
Telephone No. : 417-35-71 / 399-28-05
Mobile No. : 0922-862-26-27 / 0933-953-36-12
E-mail Add: apbertrading 2012@gmail.com

May 12, 20 14

DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Blvd., Pasay City

Attention: PROPERTY DIVISION
Canvasser

In line your requirement, we are submitting a formal quotation for your specification items below.


Quantity	Units	Description	Unit Price
1	Unit	Re-upholstery of 4 seater sofa	php 16,000.00
4	Units	Re-upholstery Of single seater sofa	3,500.00

Terms : 15-30 days

Delivery : 15-20 days

Thank you and don't hesitate to bear with us.

Very truly yours,


AIDA B. ILAGAN
Sales Manager

JMR FURNISHING

626 Quirino Highway, Nova., Quezon City
Tel. 417 4762

May 13, 2014

DFA

Roxas Blvd., Pasay City

Attention : Pablo Montinano
Buyer, Property Division

Dear Sir,

We are very please to submit here under your request for repair and re-upholstery of sofa as follows.

1 unit	Re-Upholstery of 4 seater sofa	-----PHP 17,000.00
4 Units	Re-upholstery Of 1 seater sofa	----- 4,200.00

Total Amount _____ PHP 33,800.00


Terms and Condition :

Delivery : can be made with in 20 days upon approval of J.O.

Terms : 15 W.D.

We hope the foregoing meets your approval and may we take this opportunity to thank you for your esteemend patronage.

Very truly yours,


CATHERINE REGIO
Sales coordinator

AD AYER

Trading & Industrial Sales Co.

175 S. Guazon St. Brgy. Poblacion Pateros Metro Manila

0917-5784052 / 02-2154720

May 12, 2014

DEPARTMENT OF FOREIGN AFFAIRS

Roxas Blvd., Pasay City

Attention : OSD

Thank you very much for your inquiry, Hereinbelow , we are pleased to submit our best quotation

Quantity	Units	Description	Unit Cost
1	unit	Re-upholstery of 4 seater sofa	Php 16,800.00
4	units	Re- upholstery of 1 seater sofa	4,000.00

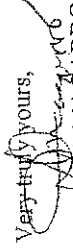
Terms: 7 w.d.

Deitvery: 20 days

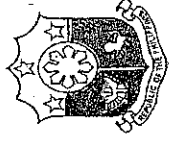
Validity: Prices are subject to change without prior notice.

We trust you will find our offer satisfactory and we look forward to hear from you again.

Very truly yours,


DONATA MAGARRO

Sales Coordinator



Kagawaran ng Aguayang Panlabas

Department of Foreign Affairs

**OFFICE OF THE UNITED NATIONS
AND OTHER INTERNATIONAL ORGANIZATIONS**

MEMORANDUM FOR THE ASSISTANT SECRETARY, OPAS

THROUGH : PMTD Director

**From :  RAPHAE S. C. HERMOSO
Officer-in-Charge**

Subject : Request for Repair and Re-upholstery of a Sofa and 4 Chairs

Date : 03 April 2014

UNIO respectfully requests the repair and re-upholstery of a couch and four (4) chairs. Their upholsteries are already worn out and exude an unpleasant smell.


QTY	UNIT	DESCRIPTION	PROPERTY NO.	NAME OF END-USER
1		Couch/Long Sofa	DFA-02-03-C71-06	UNIO
1		Side Chair	DFA-02-03-C71-06	UNIO
1		Side Chair	DFA-02-03-C72-06	UNIO
1		Side Chair	DFA-02-03-C56-06	UNIO
1		Side Chair	DFA-02-03-C57-06	UNIO

Enclosed are Purchase Request Form, Request for Pre-Repair Inspection and UNIO's 2014 Project Procurement Management Plan (PPMP) submitted to the BAC.

For the Assistant Secretary's consideration and approval.

Approved

Disapproved

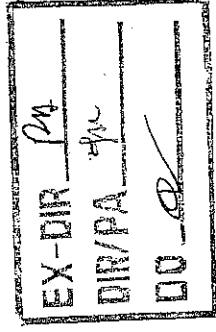

MELITA S. STA. MARIA-THOMECZEK
Assistant Secretary, OPAS

Enclosures: as stated.

OFFICE OF THE UNITED NATIONS
AND OTHER INTERNATIONAL ORGANIZATIONS

MEMORANDUM FOR THE ASSISTANT SECRETARY, OPAS

THROUGH : PMTD Director



From : *W* RAPHAEL S. C. HERMOSO
Officer-in-Charge

Subject : Request for Repair and Re-upholstery of a Sofa and 4 Chairs

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1		Side Chair	DFA-02-03-C57-06	UNIO

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For the Assistant Secretary's consideration and approval.

Approved

Disapproved

M. Sta. Maria-Thomeczek
MELITA S. STA. MARIA-THOMECZEK
Assistant Secretary, OPAS

Enclosures: as stated.



PURCHASE REQUEST

Department of Foreign Affairs

Agency

APR 10 2014

03 March '14

Department UNIO


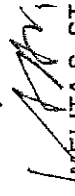
PR No. 4 - 03714 Date: _____

Section Executive Director and Div V Director

SAI No.: _____ Date: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	1	Couch / 4-seater Sofa			-
	1	Side Chair (DFA-02-03-C71-06)			-
	1	Side Chair (DFA-02-03-C72-06)			-
	1	Side Chair (DFA-02-03-C56-06)			-
	1	Side Chair (DFA-02-03-C57-06)			-
NOTHING FOLLOWS			TOTAL		

Purpose: For office use.

Signature Printed Name: <u>RAPHAEL S. C. HERMOSO</u> Designation: <u>Officer-in-Charge</u>	Requested By:  <u>RAPHAEL S. C. HERMOSO</u> Officer-in-Charge	Approved by:  <u>MELITA S. STA. MARIA-THOMECEK</u> Assistant Secretary-OPAS
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Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City

REQUEST FOR PRE-REPAIR/POST INSPECTION

DESCRIPTION OF PROPERTY

Type: Furniture

Serial/Engine #: No available data Property No.: Please see attached memo dated 03 April 2014
Acquisition Date: No available data Acquisition Cost: No available data
Date of last repair: No available data Nature of last repair: No available data

DEFECTS / COMPLAINTS:


Nature and Scope of works to be done: Repair and re-upholstery of a couch and four (4) chairs. Their upholsteries are already worn out and exude an unpleasant smell

Parts to be supplied / replaced: PLS. REFER TO R.I.V./P.R-


04-03714

APR 10 2014

Requested By:

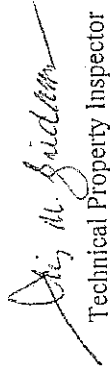

RAPHAEL S. C. HERMOSO
Officer-in-Charge, UNIO

Approved By:

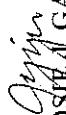

KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

DIVISION OF FINANCIAL EVALUATION AND CONTROL

PRE-REPAIR: INSPECTED A FOUND REPAIR AND NECESSARY OF 1 COUCH SOFA
Findings: AND 4 SIDE CHAIR IS NECESSARY


Technical Property Inspector

15 APRIL 2014
Date


ROSIE J. GALLO
Acting Director, FECD
15 April 2014
Date

POST REPAIR:

Job Order No.: _____ Date: _____
Invoice No.: _____ Date: _____
Amount per P.O.: _____ Date: _____
Findings: _____

Inspected by: _____

Noted by: _____

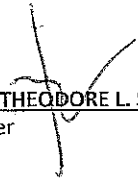
ROSIE J. GALLO

Date

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN NO. 2 FOR CY 2014

Code	Program/Activity/Project	End User	Mode of Procurement	Schedule for Early Procurement Activity									PRF	Estimated Budget PHP		Remarks/Activity (Brief Description of Program/Project)	
				Pre-Proc Conf.	Ads/Post.	Pre-Bid Conf.	Sub/Open of Bids	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance Turnover		MOOE	CO		
1	Hosting of Events/Activities/Trainings																
	a. Roundtable Discussion on Security Developments in Asia Pacific Region in Moscow, Russia	OUP	Negotiated Proc. (HTC)									May-Dec 14			178,332.00		To include the hiring of Prof. Clarita R. Carlos, Ph.D. as Consultant
	b. Meetings of UN Panel of Experts on Iran Sanctions	UNIO	LOV/SVP/S									May-Dec 14			150,000.00		To include hotel accommodation, luncheon/dinner, transportation, etc.
	c. 8th Round of the Ph-US Negotiations on the Enhanced Defense Cooperation Agreement (EDCA)	OAA	LOV/SVP/S									Apr-14			61,737.50		To include meals and luncheon
	d. 2014 PH Commemoration of Int'l Day of UN Peacekeepers	UNIO	SVP/S									May-Dec 14			48,615.00		To include various souvenir items and supplies. (crystal plaque, certificate frame and paper)
	e. Luncheon in honor of Czech AEP	OP/OSEC	LOV									May-Dec 14			40,000.00		
	f. Team Building Activity	OAA	LOV/SVP/S									May-Dec 14			93,950.00		To include transportation, accommodation and honorarium
	g. Psychological Wellness Program	OPAS	SVP									May-Dec 14			497,600.00		
	h. Visit of the Foreign Minister of Bahrain	OMEAA	LOV/SVP/S									May-Dec 14			580,539.52		To include hotel accommodation, transportation, catering and gifts
	i. ASEM Manila Conference on Disaster Risk Reduction and Management	PISU	SVP/S									May-Dec 14			75,000.00		To include catering services, lease of cocktail tables, printing and incidental expenses
j. Team Building Activity	WPS-OUP OMEAA OUA	LOV/SVP/S LOV/SVP/S LOV/SVP/S									May-Dec 14 May-Dec 14 May-Dec 14			47,000.00 74,402.00 87,000.00			
2	Office Supplies/Devices/Equipment/Furniture																
	a. Filing Cabinets and Printers	OP	SVP/S									May-Dec 14				60,000.00	Chargeable to unused portion of Capital Outlay in 2013
	b. Various office supplies	OMEAA	SVP/S									May-Dec 14			167,685.80		To be procured through DBM-PS
	c. Window Roller Blinds	OPAS/OCA	SVP									May-Dec 14	336,287.20				
	d. Automatic Voltage Regulator	OPAS	SVP									May-Dec 14	180,000.00				For the Department's Power Generator
	e. Presentation Folders	OMEAA	Shopping (b)									May-June 14			7,500.00		
	f. Fax Machine and Ribbons	OUMWA	SVP/S									May-Dec 14			13,850.00	6,075.00	
	g. Dry and Wet Seals	OPAS	Shopping (b)									May-Dec 14			33,900.00		for the official use of various FSPs and RCOs
	h. Window Glass	OPAS	SVP									May-Dec 14			112,000.00		
	i. Construction Supplies	OPAS	SVP									May-Dec 14			444,175.00		
j. Various Appliances	OSEC	SVP									May-Dec 14				214,570.00	Chargeable to unused portion of Capital Outlay in 2013	
k. Electronic Cash Register Machines	OFM	SVP									May-Dec 14	228,000.00					for the official use of PRF and Mobile Passport Service -OCA
l. Dry and Wet Seals	OPAS/OCA	S/SVP									May-Dec 14			33,900.00		For various FSPs and RCOs	
3	Others																
	a. System upgrade of ePassport SCAN Storage Capacity	OCA	DC									May-Dec 14			2,904,210.00		For the SIDES Application and AFIS Databases
	b. Re-upholstery of Sofa Set and Side Chairs	UNIO	SVP									May-Dec 14			30,000.00		
	c. Repair of Escalators at the OCA-ASEANA	OCA	Public Bidding									May-Dec 14			3,327,080.00		
	d. Research Project APEC 2014	OUIER	Agency-to-Agency									Jun-14					Extension of MOA between DFA and PIDS (at no cost to the Dept.)
	e. Machine Readable Travel Documents (with IC Chip)	OCA	Agency-to-Agency									May-Dec 14			310,340,000.00	5,000,000.00	
	f. Consultant for the DFA Building Renovation and Retrofitting	OUA/OPAS	HTC									May-Dec 14					
g. Fabrication of DFA Reception Table	OSEC/OPAS	SVP									May-Dec 14			285,753.60			
4	Repair and Maintenance																
	a. Annual Chemical Water Treatment of Centralized AC System	OPAS	SVP									May-Dec 14			450,000.00		located at OCA-ASEANA
	b. Supply and Installation of AC Diffusers	OPAS	SVP									May-Dec 14			48,490.00		
	c. Rewinding and Bearing Replacement of Cooling Tower Fan Motor	OPAS	SVP									May-Dec 14			13,500.00		
	d. Repair of Aircon Unit	OPAS	SVP									May-Dec 14			47,000.00		
	e. Annual Change Oil & Servicing of Chillers and AC Pumps	OPAS	SVP									May-Dec 14			450,000.00		
	f. Supply of V-Belt for Cooling Tower	OPAS	SVP									May-Dec 14			49,100.00		
	g. Repair and Restoration of Fancoil Units of AC System	OPAS	SVP									May-Dec 14			487,000.00		located at OCA-ASEANA
	h. Maintenance of Cash Register and Money Counter Machines	OFM	SVP									May-Dec 14			152,000.00		
	i. Repair of One (1) Elevator Unit	OPAS	Emergency/SVP									May-Dec 14			180,000.00		located at OCA-ASEANA
j. Repair of One (1) Carrier 5.0TR Mounted Type Aircon Unit and Condensing Unit Outdoor Compressor (scroll type)	OPAS	SVP									May-Dec 14			47,000.00			
5	Foreign Travels																
	Special Meeting of ASEAN Coordinating Council (ACC) Myanmar	ASEAN	Negotiated Proc.									CY 2014			441,090.00		
	ASEAN Coordinating Council Meeting (ACC) -Myanmar	ASEAN	Negotiated Proc.									CY 2014			441,090.00		

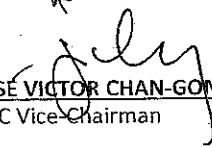
RECOMMENDING APPROVAL:

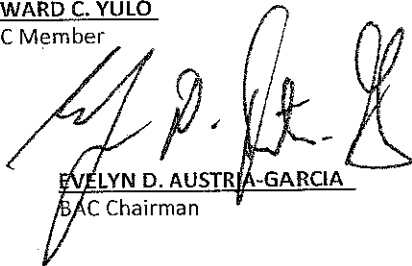

BERTRAND THEODORE L. SANTOS
BAC Member


GERARDO P. ABIOG
BAC Member

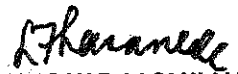
EDWARD C. YULO
BAC Member


GONARANAO B. MUSOR
BAC Member


JOSE VICTOR CHAN-GONZAGA
BAC Vice-Chairman


EVELYN D. AUSTRIA-GARCIA
BAC Chairman

Approved:
By the Authority of the Secretary of Foreign Affairs:


LINGLINGAY F. LACANLALE
Undersecretary and Head of the Procuring Entity

**

Alternative Methods of Procurement:

S - Shopping

SVP - Small Value Procurement

LRP - Lease of Real Property

DC - Direct Contracting

LOV - Lease of Venue

HTC - Highly Technical Consultant