




NOTICE OF AWARD

16 May 2014

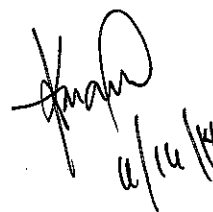
Madam:

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. 1 for CY 2014, the Department of Foreign Affairs is awarding the procurement of retractable stanchion for the official use of the Office of Consular Affairs (OCA) to your firm, **Green Trade Commercial**, in the amount of *Thirty-Three Thousand Five Hundred Pesos (Php 33,500.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,


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

MS. LUZVIMINDA MUJAR
Sales Representative
GREEN TRADE COMMERCIAL
Rm. 307 Enterprise Bldg.
Quintin Paredes St.
Binondo, Manila


a/14/14




NOTICE OF AWARD

16 May 2014

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Undersecretary for Administration
and Head of the Procuring Entity

MS. LUZVIMINDA MUJAR
Sales Representative
GREEN TRADE COMMERCIAL
Rm. 307 Enterprise Bldg.
Quintin Paredes St.
Binondo, Manila

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. W.C. Santos	_____
BAC Secretariat:	
Head - A.O. Vallespin	_____
A. De Asis-Del Mundo	_____
S.P. Toledo	_____
G.C. Fernandez	_____

8835-14



PURCHASE ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: GREEN TRADE COMMERCIAL	P.O. No. PRF 05-017-14
Address: Rm. 307 Enterprise Bldg., Quintin Paredes St., Binondo, Manila	Date 16-May-14
Tel no : 9235536	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	Delivery Term: 7 days
Date of Delivery:	Payment Term: 15-30 days

Item No.	Unit	Quantity	Description	Unit Cost	Amount
	unit	10	Stanchion with belt, 10ft retractable OCh XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	P 3,350.00	33,500.00

(total Amount in Words) P **33,500.00**

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

Conforme:

(Signature over printed name)

(Date)

Very truly yours,

[Signature]

WILFREDO C. SANTOS
Assistant Secretary, OCA

Requisitioning Office/Dept: OFM	Funds Available: <i>[Signature]</i> LORLEEJANE S MANDI SCDO-PRF	Amount: _____	ALOBS No.: _____
WILFREDO C. SANTOS Assistant Secretary, OCA			

OFFICE OF FISCAL MANAGEMENT
FINANCIAL EVALUATION AND CONTROL DIVISION

MEMORANDUM FOR :

The Director Property Division

SUBJECT:

Price Verification A.C. No.04-010 dated 15 April 2014

Per your request we verified the prices quoted by various suppliers in the attached A.C. 04-010-14 dated 15 April 2014 for the purchase of 10 units of Stachion with belt, 10ft retractable for the official use of OCA chargeable against Passport Revolving Fund (PRF) and found the price quoted by GREEN TRADE COMMERCIAL reasonable based on three (3) quotations submitted by different suppliers and based on prevailing market price.

For your guidance,


ROSIE M. GALLO
Acting Director - FECD-OFM

15 May 2014

DEPARTMENT OF FOREIGN AFFAIRS
Property, Maintenance and Transportation Division

15 APR 2014

MEMO TO : Financial Evaluation and Control Division
SUBJECT : For Price Verification
DATE : 15 APRIL 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


KERWIN ORVILLE C. TATE
Director, PMTD

15 April 2014



**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. 04-010-14 dated 15 April 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

15 April 2014

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 Pasay City

A.C. Control no : 04-010-14
 P.R no : 04-016-14
 Date : 15 April 2014

ABSTRACT OF CANVA SS

QTY.	UNIT	PARTICULARS	DEALER'S NAME	DEALER'S NAME	DEALER'S NAME
			Green Trade Commercial Rm. 307 Enterprises bldg Quintin pareses st, Binondo Manila tel no : 404-1546	Answers General Merchandise Rm. 511 Martinez bldg, 378 Dasmariñas street, Binondo Manila tel no : 244-6301	Jush Enterprises 1151 DESA balintawak, 1101 Quezon City tel no : 364-9550
			unit price	unit price	unit price
			Total price	Total price	Total price
10	unit	Office of Consular Affairs Stachion with belt, 10ft retractable xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	P 3,350.00 P 33,500.00 P	P 3,750.00 P 37,500.00 P	P 3,890.00 P 38,900.00 P
			P 33,500.00	P 37,500.00	P 38,900.00

PREPARED BY : PABLO M. MONTILANO JR.

CERTIFIED BY : KERWIN ORVILLERO TATE
 Director, PMID-OPAS

APPROVED BY : MELITA S. STA. MARIA-THOMECEK
 Assistant Secretary, OPAS

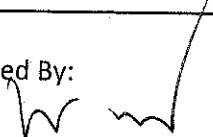

PURCHASE REQUEST

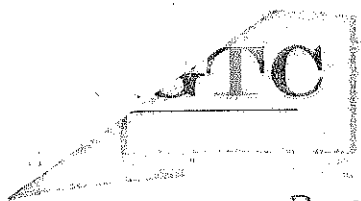
Department of Foreign Affairs
Agency

Department : Office of Consular Affairs PR No. 04-01614 Date: APR 04 2014
 Section : _____ SAI No. _____ Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	Retractable Stachion, 10ft. Belt	10	3,500.00	35000.00
			total		35000.00

Purpose : For Official use of Office of Consular Affairs

Signature	Requested By:	Approved by:
Printed Name :	 WILFREDO C. SANTOS	 MELITA S. STA. MARIA-THOMECZEK
Designation :	Assistant Secretary, OCA	Assistant Secretary, OPAS



GREEN TRADE COMMERCIAL

Rm. 307 Enterprise Bldg., Quintin Paredes St., Binondo, Manila
Telephone Nos. 4041546/3536385/ e-mail add: gtcommercial@yahoo.com

April 10, 2014

Attn: PROPERTY/PMTD
DIVISION
Department of Foreign Affairs
Roxas Blvd., Pasay City

Sir:

Here is the quotation of prices for the following items that you requested:

10 units	Retractable Stachion, 10ft. Belt	Php 3,350.00/unit
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TERMS:

Payment : 15-30 Days

Delivery : 7-15 Working days if on stock; otherwise

Please allow us 30-45 days for order basis items.

Thank you and we are happy to be of service to you.

Rosalinda Muja
Sales Representative

Answers

GENERAL MERCHANDISE

RM 511 MARTINEZ BLDG. 378 DASMARINAS ST., BINONDO MANILA
TEL/FAX NO: 244-6301

April 11, 2011

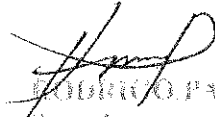
Dear Sir/Madam,
Thank you for your inquiry.
We are sorry that we cannot provide you with the information you requested.

We are sorry that we cannot provide you with the information you requested.

We are sorry that we cannot provide you with the information you requested.

Terms of Payment: 15 days
Delivery: 7 days up on receipt of approval P/O

Thank you very much and we hope to receive your order soon.


RODRIGO PADASAS
Sales Manager



JUSH ENTERPRISES
1151 Edsa Balintawak 1101 Quezon City
TEL #: 364-95-50

Mr. Luis Dayao Jr.
Department of Foreign Affairs

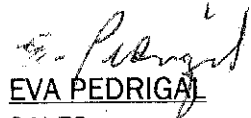
April 11, 2014

PRICE QUOTATION

<u>QUANTITY</u>	<u>ITEMS</u>	<u>PRICE</u>
10 UNITS	STACHION W/BELT 10 FT. RETRACTABLE	PHP 3,890.00/UNIT

TERMS

Delivery : 15 working days if on stock; after receipt of P.O Approved.
Payments : 50% down payment and 50% upon delivery of the said item/s.


EVA PEDRIGAL
SALES



MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

Through : The Undersecretary for Administration

The Assistant Secretary, OFM *SM*

0040651

FROM : *W. Santos*
WILFREDO C. SANTOS
Assistant Secretary

SUBJECT : Request for Authority to Procure Stanchions for OCA Aseana

DATE : 02 April 2014

In view of lack of Capital Outlay Budget for the year 2014, OCA respectfully requests the Secretary's approval to procure Ten (10) retractable stanchions, chargeable against the Passport Revolving Fund (PRF) pursuant to D.O. 11-97, Article 15, Section 3, (Passport Guidebook, Passport Revolving Fund) which states that, "The said fund may be utilized by the Department for the improvement of its passporting and consular services and other Department services except travel and transportation allowances and expenses".

Item Description	Price per Unit (Php)	Quantity	Amount (Php)
Retractable Stanchion, 10ft. belt	3500	10	35000
		AMOUNT:	
GRAND TOTAL		Php	35000

The stanchions will serve as a guide for the applicants at the Passport Processing and Waiting Area at OCA-Aseana. OCA anticipates an increase in passport application this summer and the requested stanchions will be useful in keeping order in the expected long queues. The present stanchions are beyond repair and needs immediate replacement.

Attached, for reference, are the following documents:

- Purchase Request dated 2 April 2014

For the Secretary's consideration.

Approved Disapproved

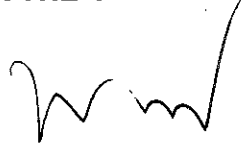
Albert F. Del Rosario
ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs



OFFICE OF CONSULAR AFFAIRS

VERY URGENT

MEMORANDUM FOR THE CHAIRMAN, BAC


FROM : **WILFREDO C. SANTOS**
Assistant Secretary

SUBJECT : **Request for BAC Resolution and Notice of Award for the Stanchions of OCA-Aseana**

DATE : 25 April 2014

OCA respectfully requests the Bids and Awards Committee (BAC) to issue an appropriate resolution and notice of award for the procurement of of ten (10) units of stanchion with belt to be used by Office of Consular Affairs.

Attached, for reference, are the following documents:

- Purchase Request No. 04-01614 dated 2 April 2014
- SFA's approval to procure stanchions using PRF funds.

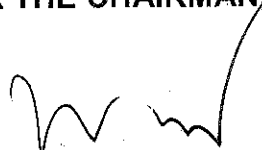
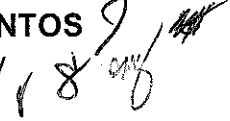
OCA highly appreciates BAC's immediate action on this request.

Attached: As stated

OFFICE OF CONSULAR AFFAIRS

VERY URGENT

MEMORANDUM FOR THE CHAIRMAN, BAC

FROM :  **WILFREDO C. SANTOS**
Assistant Secretary 

SUBJECT : **Request for BAC Resolution and Notice of Award for the Stanchions of OCA-Aseana**

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OCA highly appreciates BAC's immediate action on this request.

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PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : Office of Consular Affairs

PR No. _____

Date: Apr. 2, 2014

04-01614 APR 04 2014

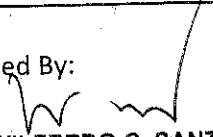

Section : _____

SAI No. _____

Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	Retractable Stachion, 10ft. Belt	10	3,500.00	35000.00
total					35000.00

Purpose : For Official use of Office of Consular Affairs

Signature Printed Name : Designation :	Requested By: <div style="text-align: center;">  WILFREDO C. SANTOS Assistant Secretary, OCA </div>	Approved by: <div style="text-align: center;">  MELITA S. STA. MARIA-THOMECZEK Assistant Secretary, OPAS </div>
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OFFICE OF CONSULAR AFFAIRS

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

Through : The Undersecretary for Administration

The Assistant Secretary, OFM *OSM*

0040651

FROM : WILFREDO C. SANTOS
Assistant Secretary

SUBJECT : Request for Authority to Procure Stanchions for OCA Aseana

DATE : 02 April 2014

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Item Description	Price per Unit (Php)	Quantity	Amount (Php)
Retractable Stanchion, 10ft. belt	3500	10	35000
		AMOUNT:	
	GRAND TOTAL	Php	35000

The stanchions will serve as a guide for the applicants at the Passport Processing and Waiting Area at OCA-Aseana. OCA anticipates an increase in passport application this summer and the requested stanchions will be useful in keeping order in the expected long queues. The present stanchions are beyond repair and needs immediate replacement.

Attached, for reference, are the following documents:

- Purchase Request dated 2 April 2014

For the Secretary's consideration.

[] Approved [] Disapproved

Albert F. Del Rosario
ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

DEPARTMENT OF FOREIGN AFFAIRS
Property, Maintenance and Transportation Division

11 5 APR 2014

MEMO TO : Financial Evaluation and Control Division
SUBJECT : For Price Verification
DATE : 15 APRIL 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

OFFICE OF FISCAL MANAGEMENT
Financial Evaluation and Control Division

To: OCA
Reference: SC 10.04-010-14

Financial Evaluation and Control Division requests submission of the following:
1) PMP/ Supplemental

Acting Director - OFM-FECD
Date:



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

CERTIFICATION

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This certification is issued for accounting and auditing purposes.


KERWIN ORVILLE C. TATE
Director, PMTD

15 April 2014

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

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Director, PMTD

15 April 2014


Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 Pasay City

ABSTRACT OF CANVASS

A.C. Control no : 0
 P.R no : 0
 Date : 15 A

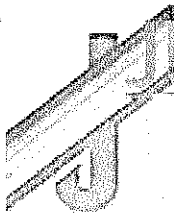
QTY.	UNIT	PARTICULARS	DEALER'S NAME	DEALER'S NAME	DEALER'S NAME
			Green Trade Commercial Rm. 307 Enterprises bldg Quintin paredes st, Binondo Manila tel no : 404-1546	Answers General Merchandise Rm. 511 Martinez bldg, 378 Dasmarinas street, Binondo Manila tel no : 244-6301	Jush Enterpris 1151 DESA balitawa Quezon City tel no : 364-951
			unit price	unit price	unit price
			Total price	Total price	Total price
10	unit	Stachion with belt, 10ft retractable xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	P 3,350.00	P 3,750.00	P 3,890.00
			P 33,500.00	P 37,500.00	P
			P 33,500.00	P 37,500.00	P

PREPARED BY : PABLO M. MONTILANO JR.


CERTIFIED BY : KERWIN ORVILLE TATE

 Director - PMID-OPAS

APPROVED BY : MELITA S. STA. MARIA

 Assistant Secretary



JUSH ENTERPRISES

1151 Edsa Balintawak 1101 Quezon City

TEL #: 364-95-50

Mr. Luis Dayao Jr.
Department of Foreign Affairs


April 11, 2014

PRICE QUOTATION

<u>QUANTITY</u>	<u>ITEMS</u>	<u>PRICE</u>
10 UNITS	STACHION W/BELT 10 FT. RETRACTABLE	PHP 3,890.00/UNIT

TERMS

Delivery : 15 working days if on stock; after receipt of P.O Approved.
Payments : 50% down payment and 50% upon delivery of the said item/s.


EVA PEDRIGAL
SALES

Answers

GENERAL MERCHANDISE

RM 511 MARTINEZ BLDG. 378 DASMARINAS ST., BINONDO MANILA
TEL/FAX NO: 244-6301

April 11, 2014

ATTENTION: Records Officer, Clerk
Department of Foreign Affairs
Pasay City, Metro Manila

Dear Ma'am/Sir:

We are pleased submit our lowest price quotation for the following items.

- 10 unit 10ft. Belt Retractable Stachion-----Php -----3,750.00/unit

Terms of Payment: 15 days
Delivery: 5 - 7 days upon receipt of approved P.O

Thank you very much and we hope to receive your order soon.


RODRICO PADASAS
Sales Manager

GTC

GREEN TRADE COMMERCIAL

Rm. 307 Enterprise Bldg., Quintin Paredes St., Binondo, Manila
Telephone Nos. 4041546/3536385/ e-mail add: gtcommercial@yahoo.com

April 10, 2014

Attn: PROPERTY/PMTD
DIVISION
Department of Foreign Affairs
Roxas Blvd., Pasay City

Sir:

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10 units	Retractable Stachion, 10ft. Belt	Php 3,350.00/unit
----------	----------------------------------	-------------------

TERMS:

Payment : 15-30 Days

Delivery : 7-15 Working days if on stock; otherwise

Please allow us 30-45 days for order basis items.

Thank you and we are happy to be of service to you.

Luzviminda Muja
Sales Representative

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : Office of Consular Affairs

PR No. _____

Date: Apr. 2, 2014

04-01614 APR 04 2014

Section : _____

SAI No. _____

Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	Retractable Stachion, 10ft. Belt	10	3,500.00	35000.00
			total		35000.00

Purpose : For Official use of Office of Consular Affairs

Signature

Requested By:

Approved by:

Printed Name :

WILFREDO C. SANTOS
Assistant Secretary, OCA

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

Designation :