



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
DoubleDragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension 1302
Bay Area, Pasay City

ADSD.QF.29
Appendix 60

PURCHASE REQUEST

Department: <u>Corporate Planning Department</u>			P.R. No.: _____		
Division: _____			Date: <u>January 28, 2021</u>		
Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
	pcs.	REPLACEMENT OF TIRES	4		
Purpose:		FOR TOYOTA INNOVA PLATE # SJS 272			
Signature: _____ Printed Name:		Requested by: _____ FRANCIS RANDY J. HORTELANO		Approved By: _____ MARK T. LAPID	
Designation:		Department Manager		Chief Operating Officer	



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ADSD.QF. _____

RFR # _____

REQUEST FOR REPAIR

(To be filled up by end-user)

May we request for repair service:

DESCRIPTION OF PROPERTY:

Article Description: TOYOTA INNOVA Brand/ Model: 2009
Property Number: V400-0331 Serial Number: SSS-272
End-User: FRANCIS RANDY HORTALELAND Location (Dept.): CORPLAN

DEFECTS/COMPLAINTS: DEFECTIVE TIRES (4 PCS) Other Remarks: KM-190154

Requested by: (Signature)

Noted By: (Signature)

Date: 1/28/21

Date: 28 January 2021

PRE-EVALUATION REPORT

(To be filled up by General Services Division)

FINDINGS:

DATE/NATURE OF LAST REPAIR:

REPLACE 4 PCS. TIRES

Inspected/ Evaluated by: (Signature)
ALBERTO CRUZ 1/28/2021
Technical Inspector/ Sr. Driver-Auto-Mechanic

Reviewed By: (Signature)
ANA RUTH L. MATEO
Manager- General Services Division

Noted by:

(Signature)
ROSANNA M. OLGADO

Manager, Administrative Services Department

POST-REPAIR EVALUATION

(To be filled up by General Services Division)

PR NO./ Date: _____ JO No. /Date: _____

Invoice No./ Date: _____ Amount: _____

Supplier: _____ Other Remarks: _____

Inspected/ Evaluated by:

Inspected By:

ALBERTO CRUZ

Technical Inspector/ Sr. Driver-Auto-Mechanic

RODRIGO IGNACIO C. GASATAN

Senior Supply Officer/ Property Inspector

Were you satisfied with our services?

(To be filled up by the end-users)

Please check your rating with the appropriate box.

OUTSTANDING ☐
VERY SATISFACTORY ☐
SATISFACTORY ☐
UNSATISFACTORY ☐
POOR ☐

Comments and Suggestions:

THANK YOU!!!

PRINT NAME & SIGNATURE OF REQUESTEE

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2021

END-USER/UNIT : Corporate Planning Department

Charged to COB

Strategic Objectives (SOs) - 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
	Maintenance and Other Operating Expenses															
	Travelling Expenses - Local		403,780.00	Small Value	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.33	33,648.37
	Office Supplies Expense		284,850.68		23,737.56	23,737.56	23,737.56	23,737.56	23,737.56	23,737.56	23,737.56	23,737.56	23,737.56	23,737.56	23,737.56	11,044.55
	Gasoline, Oil and Lubricants Expenses		151,208.00		12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.67	12,600.63
	Other Supplies Expenses		1,080.00		1,080.00											
	Telephone Expenses - Mobile		80,400.00		6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00	6700.00
	Printing and Binding Expenses		500,000.00							500,000.00						
	Representation Expenses		36,000.00							3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00
	Repair and Maintenance - Motor Vehicle		100,000.00		25,000.00			25,000.00			25,000.00			25,000.00		
	Subscription Expenses		71,830.00		5,985.83	5,985.83	5,985.83	5,985.83	5,985.83	5,985.83	5,985.83	5,985.83	5,985.83	5,985.83	5,985.83	5,985.83
	Other Professional Services		913,810.40		76,150.87	76,150.87	76,150.87	76,150.87	76,150.87	76,150.87	76,150.87	76,150.87	76,150.87	76,150.87	76,150.87	79,152.03
	Consulting Services		2,000,000.00	Public Bidding	2,000,000.00											
	Equipment Outlay															
	Desktop PC		130,000.00	Small Value	900,000.00											
	Notebook Computer		156,000.00		78,000.00											
	Uninterrupted Power Supply (UPS)		16,000.00		24,000.00											

TOTAL BUDGET:

4,844,959.08

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

Prepared by:

[Signature]
Biechella Lyka H. Peralta
Secretary A

Submitted by:

[Signature]
Francis Randy J. Hortelano
Department Manager