

X

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	Q Y	ABC PRICE (Rs)	TOTAL BIDDER'S PRICE QUOTATION (Rs)	
				Unit Price	Total
	Supply and Delivery of Various Office Furniture	1 ot			
1	Round Table Glass Top (4 seater)	1 set	31,000.00		
2	2 Seater Sofa with Side Table	set	18,700.00		
Grand Total: 49,700.00					

**Note:** Financial offer must not exceed the ABC of each line items.

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED  
REPRESENTATIVE

ADDRESS:

Designation:

Date:

Email Address:

Telefax No.:

Mobile  
Number:



**Republic of the Philippines**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
Visayas Avenue, Diliman, Quezon City  
Tel. No.: (02) 8249-3367 | (02) 8248-3367

**BAC RESOLUTION NO. MP-2021-002**

**BAC RESOLUTION RECOMMENDING SHOPPING AS THE  
MODE OF PROCUREMENT FOR THE GOODS REQUIREMENTS OF DENR-CENTRAL OFFICE  
IN ACCORDANCE WITH THE GUIDELINES SET FORTH UNDER SECTION 52.0,  
RULE XVI OF THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF RA 9184**

**WHEREAS**, the 2016 Revised IRR of RA 9184, particularly Section 10, Rule IV thereof, states that all procurements shall be done through Competitive Bidding;

**WHEREAS**, Section 12.1 (j) Rule V of the 2016 Revised IRR of RA 9184 states that in proper cases, the Bids and Awards Committee (BAC) shall recommend to the Head of the Procuring Entity (HOPE) the use of Alternative Methods of Procurement as provided in Rule XVI thereof;

**WHEREAS**, Section 52, Rule XVI of the 2016 Revised IRR of RA 9184 states that for purposes of economy and efficiency, the agency concerned may adopt Alternative Methods of Procurement such as Shopping;

**WHEREAS**, Section 52 Rule XVI of the 2016 Revised IRR of RA 9184 states that Shopping may be employed in any of the following cases:

- a) When there is an unforeseen contingency requiring immediate purchase: Provided, however, That the amount shall not exceed PhP200,000.00; and
- b) Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding PhP1,000,000.00

**WHEREAS**, for purposes of economy and efficiency, the BAC hereby recommends Shopping as the mode of procurement for DENR good requirements provided that it does not exceed the amount of PhP200,000.00 pursuant to Section 52.1 (a) and PhP1,000,000.00 for goods that fall under to Section 52.1 (b), under Rule XVI of the 2016 Revised IRR of RA 9184;

**WHEREAS**, for the procurement requirements of DENR-CO under Section 52.1 (a), the BAC recommends the End-user Unit be authorized to process the said procurement requirements in coordination with the Property and Supply Management Division (PSMD) through its Procurement Management Section (PrMS) in accordance with Section IV.J, Annex H, the Consolidated Guidelines for Alternative Methods of Procurement, of the 2016 Revised IRR of RA 9184;

**WHEREAS**, for the procurement requirements of DENR-CO under Section 52.1 (b), the BAC recommends the PSMD-PrMS be authorized to process the said requirements in accordance with the same Annex H;

**NOW, THEREFORE, BE IT RESOLVED**, as it is hereby resolved that the BAC recommends to the Secretary or his duly authorized representative to adopt and approved the procurement of goods requirements of the DENR-CO through Shopping as provided in Section 52.1 (a) & (b), Rule XVI of the 2016 Revised IRR of RA 9184;

**RESOLVED FURTHER** that a copy of this approved resolution be forwarded to all offices concerned for appropriate subsequent actions;

**RESOLVED FINALLY** that only copies of this approved resolution with corresponding control number issued by PSMD-PrMS is valid.

BAC Reso No. MP-2021-002  
Section 52.1 (a) Shopping  
Page 1 of 2  
CERTIFIED PHOTOCOPY

TO: DIANNE G. IBIAS  
BAC-Chief Procurement Management Section, PSMD

BAC Secretariat Control No.  
2021-519

SEP 10 2021

**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

A  
Annex A

**TECHNICAL PROPOSAL FORM**

Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
	Supply and Delivery of Various Office Furniture	1 lot	
1	Round Table Glass Top (4 seater)	1 set	
2	2 Seater Sofa with Side Table	1 set	

**Project Requirements/Terms and Conditions:**

- 1) **Delivery/completion period:** Within fifteen (15) calendars days from receipt of Notice to Proceed.
- 2) **Delivery Site:** Supply Management Section-PSMD, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 3) **Replacement of Defective Items:** Within Fifteen (15) Calendar Days upon receipt of Notice of Defects from DENR.
- 4) **Warranty:** One (1) Year from issuance of Certificate of Inspection and Acceptance.
- 5) Payment shall be made in accordance with the Terms and Conditions of the Contract.
- 6) **Liquidated Damages (LD)** equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Magsaysay Avenue, Diliman, Quezon City, 1100  
frontline line (+63 2) 929-1126, 929-1130, 929-1131, 929-1132, 929-1133, 929-1134,  
929-1135, 929-1136, 929-1137, 929-1138, 929-1139, 929-1140, 929-1141  
e-mail address: Internet Protocol (TCP/IP) 140.216.147.110; 140.216.147.110;

## **PURCHASE REQUEST**

Office: General Services Division  
Section: BGMS

PR No.: 2021-09-1729  
Responsibility Center Code:

Date: 01 SEP 2021

### **Terms and Condition/s:**

#### Delivery Period/Completion Period:

**Note:** See attached Specification/Terms of Reference/Scope of Work.

**Purpose:**

*For official use of COA Office.*

Signature:

Printed Name:

*[Signature]*

Designation: \_\_\_\_\_

Table 1. Summary of the results of the study.

60

44

Approved by:

ROLANDO R. CASTRO

Director, Administrative Services

## Director, Administrative Services

## Director, Administrative Services



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
Makati City, Intramuros, Manila, Philippines  
Toll-Free Line: (02) 529-1000, 529-1001, 529-1002, 529-1003, 529-1004, 529-1005  
426-1001, 426-1002, 426-1003, 426-1004, 426-1005  
8000 cover InterNet (02) 529-1000, 529-1001, 529-1002, 529-1003

## **PURCHASE REQUEST**

**Office:** General Services Division  
**Section:** BGMS

PR No.: 2021-09-1729  
Responsibility Center Code:

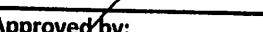
Date: 01 SEP 2021

### **Terms and Condition/s:**

**Delivery Period/Completion Period:**

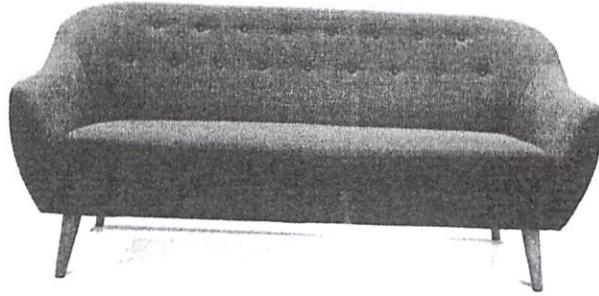
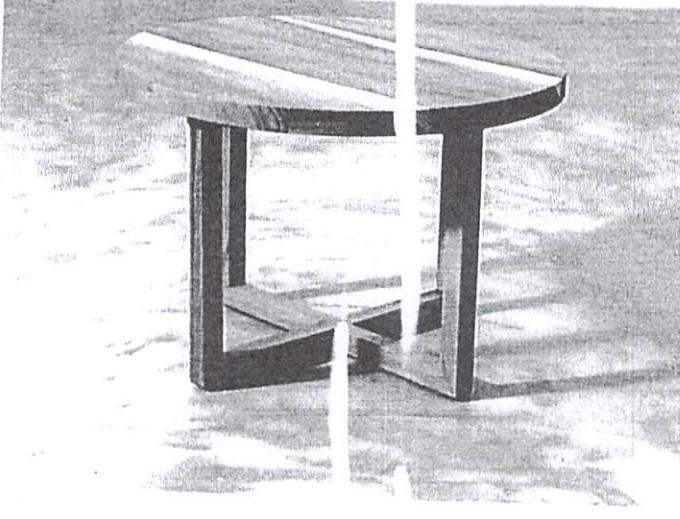
**Note:** See attached Specification/Terms of Reference/Scope of Reference

*For official use of COA Office*

	Requested by:	
Signature:		Approved by:
Printed Name:	ENGR. GUILLERMO V. ESTIPONA JR	
Designation:	OIC-Chief, General Services Division	
		
	ROLANDO R. CASTRO	
	Director, Administrative Service	

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# SPECIFICATIONS

ITEM DESCRIPTION	PHOTO	SPECIFICATIONS
Two-seater sofa		<p>Material: Fabric</p> <p>Frame: Cushion elevated by legs</p> <p>Foam: Standard foam</p> <p>Color of cushion: Light gray for cushion</p> <p>Color of legs: Mahogany, oak, brown, bronze</p> <p>Orientation: Three-seater sofa</p> <p>Dimension (LxWxH): 50" x 30" x 32" (<math>\pm 3"</math>)</p>
Table		<p>Diameter – 640mm; Height – 440mm</p>

*For reference only*

3. Round table  
glass top 4 seater



Can fit up to four seats

Dimension (DxH): 38" x 28" ( $\pm$  3")

Material: steel legs and  
tempered glass top

Color: silver legs and clear glass

Chair



Dimension (LxWxH): 18" x 18" x  
44" ( $\pm$  3")

Material: high-density foam,  
steel tubes

Color: and silver

High back

*For reference only*

DENR ENVIRONMENTAL ASPECT AND IMPACT REGISTRY

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

P.R. Date: \_\_\_\_\_

Office/Unit:

GSD-BEITKJ

Purchase Request (P.R.) No.:

[ ] GOODS      [ ] WORKS      [ ] CONSULTING

Procurement Category:

[ ] GOODS

[ ] WORKS

[ ] CONSULTING

Identified significant aspects and impacts:

ITEMS/ACTIVITIES	SIGNIFICANT ENVIRONMENTAL ASPECTS	SIGNIFICANT ENVIRONMENTAL IMPACT/S
[ ] Common Office Supplies & Equipment	[ ] Use of Energy	[ ] Natural Resources Depletion
[ ] Non-Common Office Supplies & Equipment	[ ] Solid Waste Generation	[ ] Air Pollution
[ ] Replacement Parts	[ ] Use of Water	[ ] Land Pollution
[ ] Hazardous Items	[ ] Use of Paper	[ ] Water Pollution
[ ] Others, specify	[ ] Use of Fuel	[ ] Others, specify
	[ ] Discharge to Water	
	[ ] Use of Ozone Depleting Substance (ODS)	
	[ ] Emission to Air	
	[ ] Hazardous Waste Generation	
	[ ] Gunk Generation	
	[ ] Accumulation of Stagnant Water	

ANNA GERMANO PAGNA MSES DPA  
Head DEN Green Procurement Committee  
Secretary

Recommended action/s to mitigate significant aspect/impact:

Prepared and Submitted by:  
**ENGR. GUILLERMO V. ESTIPONA JR.**  
OIC-Chief GSD  
Head of Office



P

Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-66-26 to 29; 929-6633 to 35  
929-7041 to 43; 9296252; 929-1669  
Website: <http://www.denr.gov.ph> E-mail: web@denrgov.ph

September 06, 2021

## C E R T I F I C A T I O N

### **TO WHOM IT MAY CONCERN:**

This is to certify that funds have been earmarked under Fund 101 for the following Purchase Request:

Purchase Request No. / Date	P/P/A Charging	Amount	Purpose
2021-09-1729/ Sept. 01, 2021	100000100001000 GMS Capital Outlay (Cont'g)	PhP 49,700.00	For the Procurement of Round Table (4 seater) and Sofa with side table (2 seater) for Official use of COA Office.

This certification is being issued as requested by the DENR Bids and Awards Committee (BAC-Regular) for the purpose as stated above. However, the amount earmarked is valid only until **06 December 2021** to ensure its utilization in accordance with Administrative Order No. 46 issued by the President, as implemented by DBM Circular Letter No. 2015-8 dated 08 June 2015.

*Approved*  
**ANDREA B. PRIETO**  
Chief, Regular Program Section

**CAF No. 2021-09-566**



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to (632) 929-62-52  
929-66-20 to 929-66-33 to 35  
929-70-41 to 43

A

**REQUEST FOR QUOTATION**

P.R. NO: 2021-09-1729                    MODE OF PROCUREMENT: SHOPPING  
P.R. DATE: September 1, 2021            REF. NO.: RFQ-2021-415  
END-USER: GSD-BGMS                    DATE PREPARED: September 15, 2021  
PRN:                                        CLOSING DATE/TIME: September 20, 2021 10:00 AM  
    SEPTEMBER 24, 2021

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

Item No.	Description	Qty	Unit	TOTAL ABC (P) (VAT Inclusive)
1	Supply and Delivery of Various Office Furniture  ** see attached picture and specifications**	1	lot	49,700.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.  
3. Interested bidder/s must submit the following documents with check (✓) mark:

A. ELIGIBILITY DOCUMENTS	
✓	Proof of PhilGEPS Registration (Registration Number Certificate)
✓	Valid and Current Mayor's/Business Permit for CY 2021

*Note: Bidder/s who previously submitted an updated Eligibility Documents are no longer required to resubmit.*

B. TECHNICAL AND FINANCIAL DOCUMENTS	
✓	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
✓	Brochure or Technical Data Sheet of the Item Being Offered.

*Failure to submit all documents as required above shall be automatically disqualified.*

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.  
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.  
6. Refusal to sign and accept the Award or enter into contract without justifiable reason, maybe a ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.  
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), Basement, DENR-Main Building and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph) and/or fax number (02) 892-2675, **ATTENTION TO JELYN F. STA. ANA**. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/ Mr. Lamberto S. Ramos at the same contact details.  
8. DENR reserves the right to reject any and all proposals declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

DIANNE G. IBIAS  
OIC Chief, Procurement Mgt. Section  
Property & Supply Management Division



Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities**Bid Notice Abstract**

A

**Request for Quotation (RFQ)****Reference Number** 8004835**Procuring Entity** DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - MAIN**Title** Supply and Delivery of Various Office Furniture**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ NO. 2021-415	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Furniture	<b>Date Published</b>	17/09/2021
<b>Approved Budget for the Contract:</b>	PHP 49,700.00	<b>Last Updated / Time</b>	16/09/2021 09:59 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	21/09/2021 10:00 AM 24   09   2021
<b>Contact Person:</b>	Jelyn Sta Ana Procurement Officer Visayas Avenue, Diliman Quezon City Metro Manila Philippines 1100 63-2-9262675  ampbac.co@denr.gov.ph	<b>Description</b>	64   10   2021
<b>Description</b>	Supply and Delivery of Various Office Furniture  1. Round Table Glass Top (4 seater) - 1 set 2. 2 Seater Sofa with Side Table - 1 set	<b>Other Information</b> see attached picture and specifications	

**Created by** Jelyn Sta Ana**Date Created** 16/09/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 929-66-26, (632) 929-62-52  
929-66-20, 929-66-33 to 35  
929-70-41 to 43

A

**REQUEST FOR QUOTATION**

P.R. NO:	2021-09-1729	MODE OF PROCUREMENT:	SHOPPING
P.R. DATE:	September 1, 2021	REF. NO.:	RFQ-2021-415
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8. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

**DIANNE G. IBIAS**  
OIC Chief, Procurement Mgt. Section  
Property & Supply Management Division

**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

A  
Annex A

**TECHNICAL PROPOSAL FORM**

Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
	Supply and Delivery of Various Office Furniture	1 lot	
1	Round Table Glass Top (4 seater)	1 set	NA
2	2 Seater Sofa with Side Table	1 set	NA

**Project Requirement / Terms and Conditions:**

- 1) **Delivery/completion period:** Within fifteen (15) calendars days from receipt of Notice to Proceed.
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- 3) **Replacement of Defective Items:** Within Fifteen (15) Calendar Days upon receipt of Notice of Defects from DENR.
- 4) **Warranty:** One (1) Year from issuance of Certificate of Inspection and Acceptance.
- 5) Payment shall be made in accordance with the Terms and Conditions of the Contract.
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(PRICE MUST BE VAT INCLUSIVE)**

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				Unit Price	Total
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Grand Total: 49,700.00				55,000.00	

**Note:** Financial offer must not exceed the ABC of each line item.

**BIDDER'S UNDERTAKING**

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I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

ADICALP ENTERPRISES

NAME OF COMPANY (IN PRINT)

ADDRESS:

Imus Cavite



Verlyn Joy C. Valenzuela

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED  
REPRESENTATIVE

Designation:

Sales Representative

Date:

9/20/2021

Email Address:

aenterprises0214@gmail.com

Telefax No.:

Mobile  
umber:

09286165586

A

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

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Grand Total: 49,700.00					49,700

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Until a formal Contract is prepared and signed, this quotation is binding on us.

ROADWEST TRADING  
NAME OF COMPANY (IN PRINT)

ADDRESS: 15 Reppin St. North Diversion  
Carvoan City

Signature: Proprietor  
Date: 10-06-21  
Email Address: jona13@gmail.com  
Telefon No.: 0975-4954-430  
Mobile Number: 0975-4954-430

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE



 <p><b>QUEZON CITY</b> Metro Manila <b>BUSINESS PERMITS AND LICENSING DEPARTMENT</b> Telephone No.: 988-4242 Loc. 8174 / 81282</p>		<p><b>PERMIT TO OPERATE</b></p>																													
<p>Mayors Permit No. <b>16-006048</b></p> <p>Date Issued <b>04/17/2021</b></p>		<p>Type of Application <b>RENEWAL</b></p> <p>Date Expires <b>DECEMBER 31, 2021</b></p>	<p>Official Receipt No. <b>B-2021-000-140-0000408</b></p> <p>Period Covered <b>1-4 (4) 2021</b></p>																												
		<p>Owner's Name <b>TIU, BENEDICT U.</b></p>																													
		<p>Business Name <b>VITARA MARKETING</b></p>																													
		<p>Business Address <b># 7 EVANGELISTA ST. SAN BARTOLOME 5</b></p>																													
		<table border="1"> <thead> <tr> <th>Kind of Business</th> <th>Requirements</th> <th>Validity</th> </tr> </thead> <tbody> <tr> <td rowspan="5"><b>* OFFICE EQUIPMENT</b></td> <td>Ancillary Clearance</td> <td>FOR COMPLIANCE</td> </tr> <tr> <td>Local Office Certificate (CPO)</td> <td>16-1109911</td> </tr> <tr> <td>Fire Safety/Inspection Certificate (BFP)</td> <td>FOR COMPLIANCE</td> </tr> <tr> <td>Sanitary Permit (CHB)</td> <td>FOR COMPLIANCE</td> </tr> <tr> <td>Barangay Clearance (BC)</td> <td>FOR COMPLIANCE</td> </tr> <tr> <td>Tourism Accreditation</td> <td>NOT REQUIRED</td> </tr> <tr> <td>(JCT)</td> <td>NOT REQUIRED</td> </tr> <tr> <td>TCT/Tax Declaration/Most recent contract</td> <td>FOR COMPLIANCE</td> </tr> <tr> <td>Others (If lessor, copy of updated RPT p</td> <td>FOR COMPLIANCE</td> </tr> <tr> <td>Environmental Clearance</td> <td>FOR COMPLIANCE</td> </tr> <tr> <td>Occupational Permit of employees (OPD)</td> <td>FOR COMPLIANCE</td> </tr> <tr> <td>Business Type: Sole Proprietorship</td> <td>SSS No.: TIN:</td> </tr> </tbody> </table>		Kind of Business	Requirements	Validity	<b>* OFFICE EQUIPMENT</b>	Ancillary Clearance	FOR COMPLIANCE	Local Office Certificate (CPO)	16-1109911	Fire Safety/Inspection Certificate (BFP)	FOR COMPLIANCE	Sanitary Permit (CHB)	FOR COMPLIANCE	Barangay Clearance (BC)	FOR COMPLIANCE	Tourism Accreditation	NOT REQUIRED	(JCT)	NOT REQUIRED	TCT/Tax Declaration/Most recent contract	FOR COMPLIANCE	Others (If lessor, copy of updated RPT p	FOR COMPLIANCE	Environmental Clearance	FOR COMPLIANCE	Occupational Permit of employees (OPD)	FOR COMPLIANCE	Business Type: Sole Proprietorship	SSS No.: TIN:
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TCT/Tax Declaration/Most recent contract	FOR COMPLIANCE																														
Others (If lessor, copy of updated RPT p	FOR COMPLIANCE																														
Environmental Clearance	FOR COMPLIANCE																														
Occupational Permit of employees (OPD)	FOR COMPLIANCE																														
Business Type: Sole Proprietorship	SSS No.: TIN:																														
<p>Area of Establishment <b>10.00 SQM</b></p>		<p>Total No. of Employees Male: 1 Female: 0</p>																													
<p>SUBJECT TO: COND. 1.2 &amp;16 AS STATED AT THE BACK ** SUBMIT LGEPWMD WIN 30 DAYS ; BC WIN 6 MONTHS FROM THE DATE OF ISSUANCE NON COMPLIANCE REVOKES THIS PERMIT ** TO COMPLY WITH CCTV ORDINANCE NO. 2138, S-2012,SOGIE EQUALITY BILL,QUEZON CITY GENDER AND DEVELOPMENT (GAD) CODE: ORDINANCE NO. SP 1401 S-2004. &amp;DIGITAL CONTACT TRACING/KYUSSI PASS **</p>																															
		<p><b>ANY ERASURE/ALTERATION WILL INVALIDATE THIS PERMIT</b></p> <p>For and by the Authority of the City Mayor: <b>MA. JOSEFINA G. BELMONTE</b></p> <p></p> <p><b>MA. MARGARITA T. SANTOS</b></p> <p>City Government Department Head III</p>																													
		<p></p> <p>Printed by: <b>GINA SANTOS</b></p>																													
		<p><b>NO. AN- 135260</b></p>																													

Remarks:

- NON-TRANSFERABLE AND VALID ONLY WITH CORRESPONDING OFFICIAL RECEIPTS SHOWING PAYMENT OF PERMIT FEES AND CITY TAXES. ERASURE/ALTERATIONS WILL INVALIDATE THIS PERMIT.
- PAYMENT OF PERMIT FEES AND CITY TAXES. ERASURE/ALTERATIONS WITHIN THE PRESCRIBED PERIOD SHALL SUBJECT THE TAXPAYER TO A TWENTY-FIVE PERCENT (25%) SURCHARGE OF THE PERMIT FEE.
- THIS PERMIT SHALL BE POSTED CONSPICUOUSLY AT THE PLACE OF BUSINESS AND SHALL BE PRESENTED AND/OR SURRENDERED TO CONCERNED AUTHORITIES UPON DEMAND.
- SURRENDER THIS PERMIT WITHIN 20 DAYS UPON CLOSURE OF BUSINESS TO AVOID PENALTY.
- SUBJECT TO COMPLIANCE TO ORDINANCES RELATED TO CONDUCT OF BUSINESS.

# List of Eligibility Documents

of

**VITARA MARKETING**

7 EVANGELISTA STREET, SAN BARTOLOME, NOVALICHES, QUEZON CITY ,  
Quezon City , Metro Manila , NCR , Philippines

<b>DTI Certificate</b>	DTI Certificate Number : ARJZ223910819616 Issued By / Signatory : RAMON M LOPEZ Registration Date : 02-Mar-2020 Expiration Date : 02-Mar-2025
<b>Mayors Permit</b>	Expiration Date : 31-Dec-2021 Permit Number : 16006048 Place of Issue : QUEZON CITY Issued By / Signatory : MA. MARGARITA T. SANTOS Issuance Date : 17-Apr-2021
<b>Tax Clearance</b>	Expiration Date : 24-Sep-2021 TCC Number : 07A-08-09-24-R1649-2020 Issued By / Signatory : MARIVIC G. TULIO Issuance date : 24-Sep 2020
<b>Audited Financial Statement</b>	Date of Filing : 13-Jun 2020 Current Asset : 11,293 034.00 Total Asset : 11,341,0 4.00 Current Liabilities : 3 2,673.00 Total Liabilities : 11,341,034.00 Name of Auditor : EI WARD C. SANTOS BIR RDO Code : 028
<b>PCAB License</b>	Expiration Date : - Issued By / Signatory Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

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Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**

## **CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)**

*THIS IS TO CERTIFY THAT*

**VITARA MARKETING**  
7 EVANGELISTA STREET, SAN BARTOLOME, NOVALICHES, QUEZON CITY ,  
Quezon City , Metro Manila , NCR , Philippines

*is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 30-Aug-2018 pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that VITARA MARKETING has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.*

*This Certificate is valid until 12-May-2022*

Issued this 12th day of May 2021.

This is a system generated certificate. No signature is required.



Documentary Stamp Tax Paid Php 30.00

Certificate Reference No: 20180881199188640651

Page 1 of 3

## REMINDERS<sup>1</sup>

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchant whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

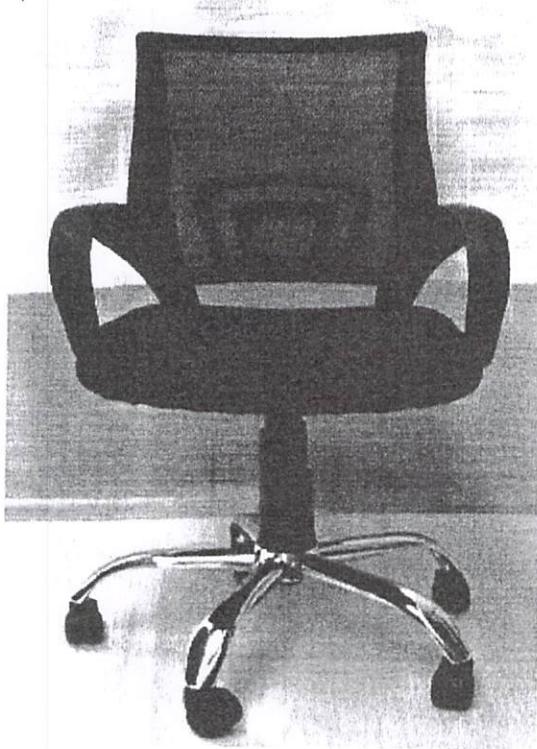
Certificate Reference No: 201808811991886406584

Page 2 of 3

<sup>1</sup>Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

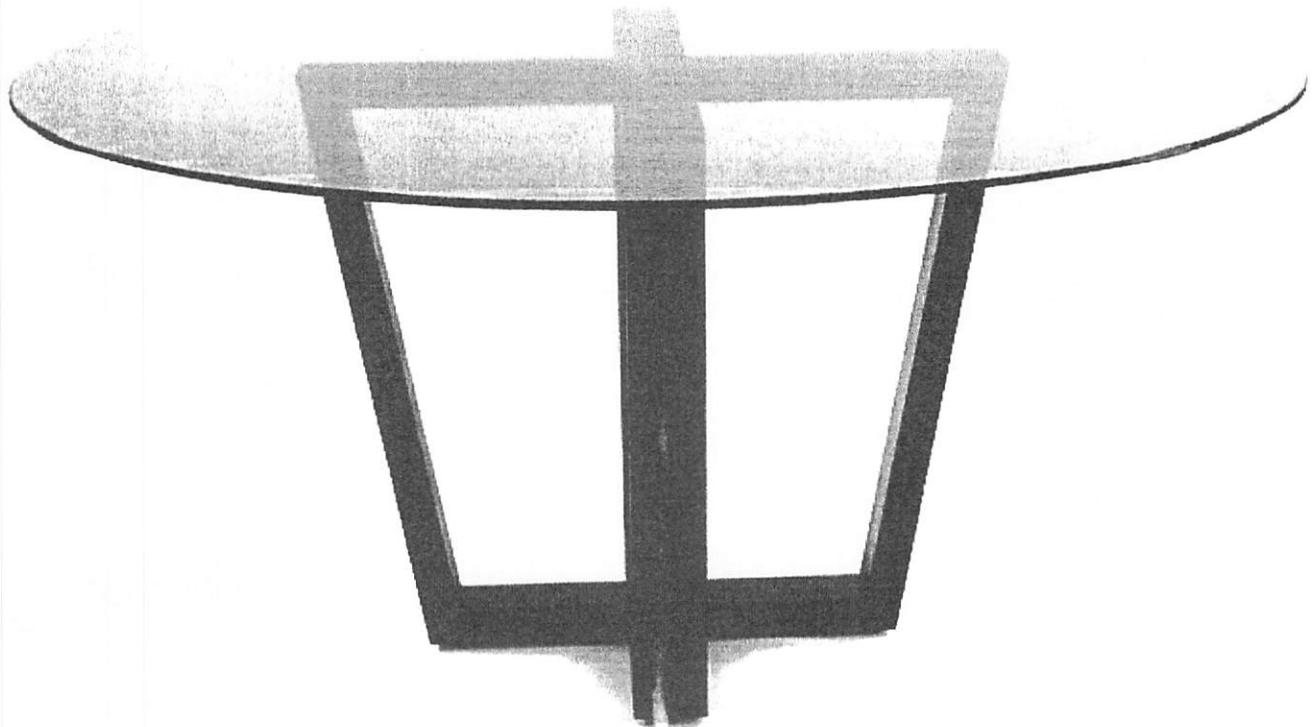
9/20/21, 2:25 PM

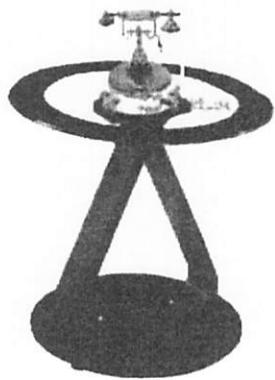
Vitara- Conference Chair.jpg



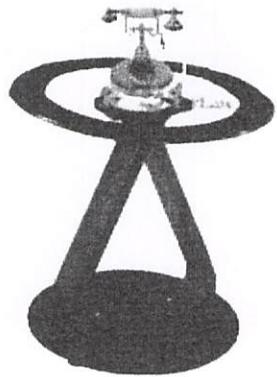
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Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 929-66-26, (632) 929-62-52  
929-66-20, 929-66-33 to 35  
929-70-41 to 43

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**REQUEST FOR QUOTATION**

**P.R. NO:** 2021-09-1729  
**P.R. DATE:** September 1, 2021  
**END-USER:** GSD-BGMS  
**PRN:**

**MODE OF PROCUREMENT:** SHOPPING  
**REF. NO.:** RFQ-2021-415  
**DATE PREPARED:** September 15, 2021  
**CLOSING DATE/TIME:** September 20, 2021 10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

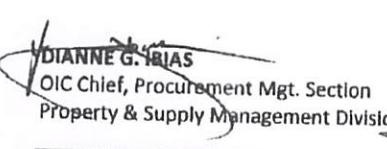
Item No.	Description	Qty	Unit	TOTAL ABC (₱) (VAT Inclusive)
1	Supply and Delivery of Various Office Furniture  ** see attached picture and specifications**	1	lot	49,700.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
3. Interested bidder/s must submit the following documents with check (✓) mark:

A. ELIGIBILITY DOCUMENTS	
✓	Proof of PhilGEPS Registration (Registration Number/Certificate)
✓	Valid and Current Mayor's/Business Permit for CY '021
<i>Note: Bidder/s who previously submitted an updated Eligibility Documents are no longer required to resubmit.</i>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
✓	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
✓	Brochure or Technical Data Sheet of the item Being Offered.

*Failure to submit all documents as required above, will be automatically disqualified.*

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Refusal to sign and accept the Award or enter into contract without justifiable reason, maybe a ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), Basement, DENR-Main Building and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph) and/or fax number (02) 891-2675, **ATTENTION TO JELYN F. STA. ANA**. For further inquiries, you may coordinate with Ms. Dianne G. Ibias, Mr. Lamberto S. Ramos at the same contact details.
8. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

  
DIANNE G. IBIAS  
OIC Chief, Procurement Mgt. Section  
Property & Supply Management Division



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**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

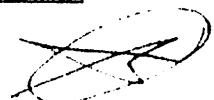
Annex A

**TECHNICAL PROPOSAL FORM**

Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the Item being offered:
	Supply and Delivery of Various Office Furniture	1 lot	Vitara marketing
1	Round Table Glass Top (4 seater)	1 set	Vitara marketing
2	2 Seater Sofa with Side Table	1 set	Vitara marketing

**Project Requirement: Terms and Conditions:**

- 1) **Delivery/completion period:** Within fifteen (15) calendar days from receipt of Notice to Proceed.
- 2) **Delivery Site:** Supply Management Section-PSMD, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 3) **Replacement of Defective Items:** Within Fifteen (15) Calendar Days upon receipt of Notice of Defects from DENR.
- 4) **Warranty:** One (1) Year from issuance of Certificate of Inspection and Acceptance.
- 5) Payment shall be made in accordance with the Terms and Conditions of the Contract.
- 6) **Liquidated Damages (LD)** equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may render the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.



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<b>FINANCIAL QUOTATION FORM (PRICE MUST BE VAT INCLUSIVE)</b>					
Item No.	DESCRIPTION	QTY	ABC PRICE (P)	TOTAL BIDDER'S PRICE QUOTATION (P)	
				Unit Price	Total
	Supply and Delivery of Various Office Furniture	1 lot			
1	Round Table Glass Top (4 seater)	1 set	31,000.00	P 14,500.00	P 14,500.00
2	2 Seater Sofa with Side Table	1 set	18,700.00	P 17,000.00	P 17,000.00
Grand Total: 49,700.00				P 31,500.00	

Note: Financial offer must not exceed the ABC of each line items.

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

Vitara Marketing

NAME OF COMPANY (IN PRINT)

ADDRESS: 7 Evangelista Street  
San Bartolome, Navaliches  
Quezon City

Designation:

Date:

Email Address:

Tele fax No.:

Mobile

Number:

Anthony U. Tu  
SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED  
REPRESENTATIVE

Secretary

September 20, 2021

vitara.marketing@gmail.com

70015165

09171760389



**DEPARTMENT OF ENVIRONMENT NATURAL RESOURCES**  
Visayas Avenue, Diliman, Quezon City

Name of Project : Supply and Delivery of Various Office Furniture  
End-user Unit : GSD-BGMS  
PR No. : 2021-09-1729

RFQ No. : RFQ-2021-415  
PhilGEPS Ref. No. : 8004835  
Mode of Procurement : Shopping

ABC (Php): 49,700.00  
AMP-ABS-2021-408

**ABSTRACT OF QUOTATIONS**

**Recommendation/Award:**

- Lowest Calculated & Responsive Quotation:  
 Single Calculated & Responsive Quotation:

VITARA MARKETING

Contract Price (Php): 31,500.00

**Recommended by:**

MARCIAL C. AMARO, JR., CESO III  
BAC Chairperson

ATTY. NORLITO A. ENERAN, CESO III  
BAC Vice Chairperson

ROLANDO R. CASTRO  
Director, Administrative Service

EVELYN G. WILLOSAN  
BAC Alternate Vice Chairperson

ENGR. GILBERT C. MONDRAY  
BAC Member

ELIZAR S. CANTUBA  
BAC Member

ENGR. GUILLERMO V. ESTIPONA JR.  
BAC Alternate Member/End-user

MAYBELL N. MANGUBOS  
BAC Alternate Member

15 OCT 2021

Approved by:

*[Handwritten signatures of Marcial C. Amaro, Jr., Evelyn G. Willosan, Engr. Guillermo V. Estipona Jr., and Maybell N. Mangubos]*

*[Handwritten signature of Atty. Norlito A. Eneran]*

*[Handwritten signature of Elizar S. Cantuba]*

*[Handwritten signature of Rolando R. Castro]*



**DEPARTMENT OF ENVIRONMENT NATURAL RESOURCES**

Visayas Avenue, Diliman, Quezon City

**Name of Project :** Supply and Delivery of Various Office Furniture  
**End-user Unit :** GSD-BGMS  
**PR No. :** 2021-09-1729

**RFQ NO :** 2021-415      **ABC (PPh):** 49,700.00  
**PhilGEPS Ref. No. :** 8004835      **AMP ABS-2021-408**

**Made of Procurement :** Shopping

**ABSTRACT OF QUOTATIONS**

PARTICULARS	VITARA MARKETING	ROADWEST TRADING	ADICALP ENTERPRISES
<b>A. Eligibility Requirements</b>			

1) Valid and current PhilGEPS Registration	Submitted: Platinum Membership Cert. Ref. No. 2018088115918865406584	did not submit	Document on File: Red Membership Org No. 232136
2) Valid and current Business/Mayor's Permit for CY 2021	Submitted: MP No. 16-0061048	did not submit	Document on File: MP OR No. 1628599

<b>B. Technical Requirements</b>			
3) Completely filled up RFQ Form with Item Description and Specification	Submitted	Submitted	Submitted
4) Brochure or Technical Data Sheet of the item being offered showing compliance with the required Technical Specifications	Submitted	did not submit	did not submit
<b>C. Financial Requirements</b>			

PARTICULARS	QTY	UNIT	ABC P (WAT Inclusive)	VITARA MARKETING		ROADWEST TRADING		Total Price
				Unit Price	Total Price	Unit Price	Total Price	
<b>Supply and Delivery of Various Office Furniture</b>	1	lot						
1 Round Table Glass Top (4 seater)	1	set	31,000.00	14,500.00	14,500.00	31,000.00	31,000.00	35,000.00
2 2 Seater Sofa with Side Table	1	set	18,700.00	17,000.00	17,000.00	18,700.00	18,700.00	20,000.00
<b>TOTAL</b>			49,700.00	31,500.00	49,700.00			55,000.00
<b>RANKING</b>				SCQ	Disqualified		Disqualified	
<b>FINDINGS / REMARKS</b>				Passed in Eligibility, Technical & Financial Requirements	Failed due to incomplete submission on Eligibility and technical Requirements	Failed due to incomplete submission on Eligibility and technical Requirements	Failed due to incomplete submission on Eligibility and technical Requirements	

Note: LCA - Lowest Calculated Quotation    SCQ - Single Calculated Quotation

Prepared by:

Reviewed by:

JEAN F. STA. ANA

Procurement Officer

AR. KATRINA C. G. BAS

OIC-Chief, Procurement Management Section, PSMD

End-User/Representative

AR. KATRINA C. G. BAS

Financial Requirements

Eligibility Requirements

Technical Requirements

*(Signature)*



Republic of the Philippines  
 Department of Environment and Natural Resources  
 Visayas Avenue, Diliman Quezon City, 1100  
 Tel. Nos. (632) 929-66-26 & (632) 929-62-52  
 929-66-20 & 929-66-33 to 35

**NOTICE OF AWARD**

**VITARA MARKETING**  
 7 Evangelista Street, San Bartolome,  
 Novaliches, Quezon City  
 Email: [vitara.marketing@gmail.com](mailto:vitara.marketing@gmail.com)  
 Tel No. 70015165  
 Cell No. 0917-1760389

15 OCT 2021

Attention : **MR. ANTHONY U. TIU**  
 Secretary

Dear Sir:

We are pleased to inform you that your proposal for the project specified below has been accepted and approved:

Project : Supply and Delivery of Various Office Furniture under PR No.  
 2021-09-1729

Contract Amount : Thirty One Thousand Five Hundred Pesos Only. (₱31,500.00)

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below and return the signed copy to us within seven (7) calendar days from receipt hereof. Otherwise, this office shall be constrained to cancel the award without prejudice to the imposition of sanction in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

Very truly yours,

*(Signature)*  
**ROLANDO CASTRO**

Director, Administrative Service

**Received by:**

(SIGNATURE OVER PRINTED NAME & DATE)

NAME OF COMPANY

(PLEASE RETURN SIGNED NOA TO PSMD THRU EMAIL @ [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) AND/OR THRU FAX (02) 8926-2675)

*367/205*



Republic of the Philippines  
Department of Environment and Natural Resources  
Document Action Tracking System  
Document Routing Slip

Document No: DENRCO - AS GSD-2021-000448 Print Date: Monday, August 09, 2021  
Sender: Estipona, Guillermo V.  
Address: AS - General Services Division  
Visayas Avenue, Diliman QC  
Subject: PR DTD 08/09/2021 ROUND TABLE GLASS TOP (4 SEATER) & 2 SEATER SOFA WITH SIDE TABLE (FOR OFFICIAL USE OF COA OFFICE)  
Addressee(s): AS - Property Supply Management Division (DENRCO - ASPSMD)  
CC Addressee(s):  
Date/Time Received: 08/09/2021 09:01:00 AM

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	08/09/2021 09:02:16 AM	DENRCO - AS GSD		
DENRCO - AS GSD		DENRCO - ASPSMD	08/09/2021 09:02:16 AM	For approval of SPPMS. Thank you!

Budget 8/28 OASPSMC 8/28 for your signature pls. T.  
~~OASPSMC~~ 8/31/21 CSD 8/31/21 SLED.

GSD 9/1/21 PTD 9/1/21 for Pr number. Ty  
Budget 9/1/21 for CAT. Thank You  
Mida 9/6 PTD 9/1/21 signed OFC - Approval

AMR - UNIT 9/1/21 for AA po, please.

Selyn 9/5 for CSM, Ty thank you.

ASPSMD 10/1 GSD/BENS w/e For evaluation & recommendation. TY

R. JPP  
R. JPP  
10/13 10/13

DAE CPP FASPC  
10-14-2021 A.SEC CPP FASPC  
(PAC chair)  
3:28pm

10/14/2021 Sir:  
for your consideration and  
signature, please. Thank you po.

10/14/2021  
MAC-PAC-10-476  
2-FACF2-186

Proc. No. - 404-352  
Encoder: Bonquin, Ofelia M.

Page 1 of 1  
P. 114

PR 292-730  
PR 216-727

PRMS 294-07

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Vitara Marketing  
VITARA MARKETING

7 EVANGELISTA STREET, SAN BARTOLOME, NOVALICHES, QUEZON CITY

Tel No: 985-7191 / 806-4754

E-mail: vitara.marketing@gmail.com

Tip Number: 484-322-976-000

DR 08-7029

Name DENR Date \_\_\_\_\_  
Address: Vicayag Avenue, Atiinan Guzon City  
P.O. No.: AMP-PO-2621-035T Terms: \_\_\_\_\_

**DELIVERY RECEIPT**

**THIS STATES THAT THE FOLLOWING ITEM HAVE BEEN RECEIVED IN GOOD CONDITION**

Prepared by: JEFF DWYER/STA  
Approved By:

Received  
by:

# VITARA MARKETING

7 Evangelista St., San Bartolome, Novaliches, Quezon City  
BENEDICT U. TIU - Prop.  
VAT Reg. TIN: 484-322-976-000

No. 4173

**SALES INVOICE**

SOLD TO: DEPARTMENT OF ENVIRONMENTAL and  
NATURAL RESOURCES DATE: \_\_\_\_\_ 20, \_\_\_\_  
TIN: \_\_\_\_\_ TERMS: \_\_\_\_\_  
ADDRESS: MISAYAS AVENUE, BILIMAN, CAGAYAN CITY  
BUS. STYLE: \_\_\_\_\_ REFERENCE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUS. STYLE:

VATABLE SALES

VATABLE S.  
EXEMPT SALES P.

VAT-EXEMPT  
RATED SALES

VAT AMOUNT -

TOTAL SALES P

**ADD VAT**

**TOTAL AMT. DUE**

~~31,500~~

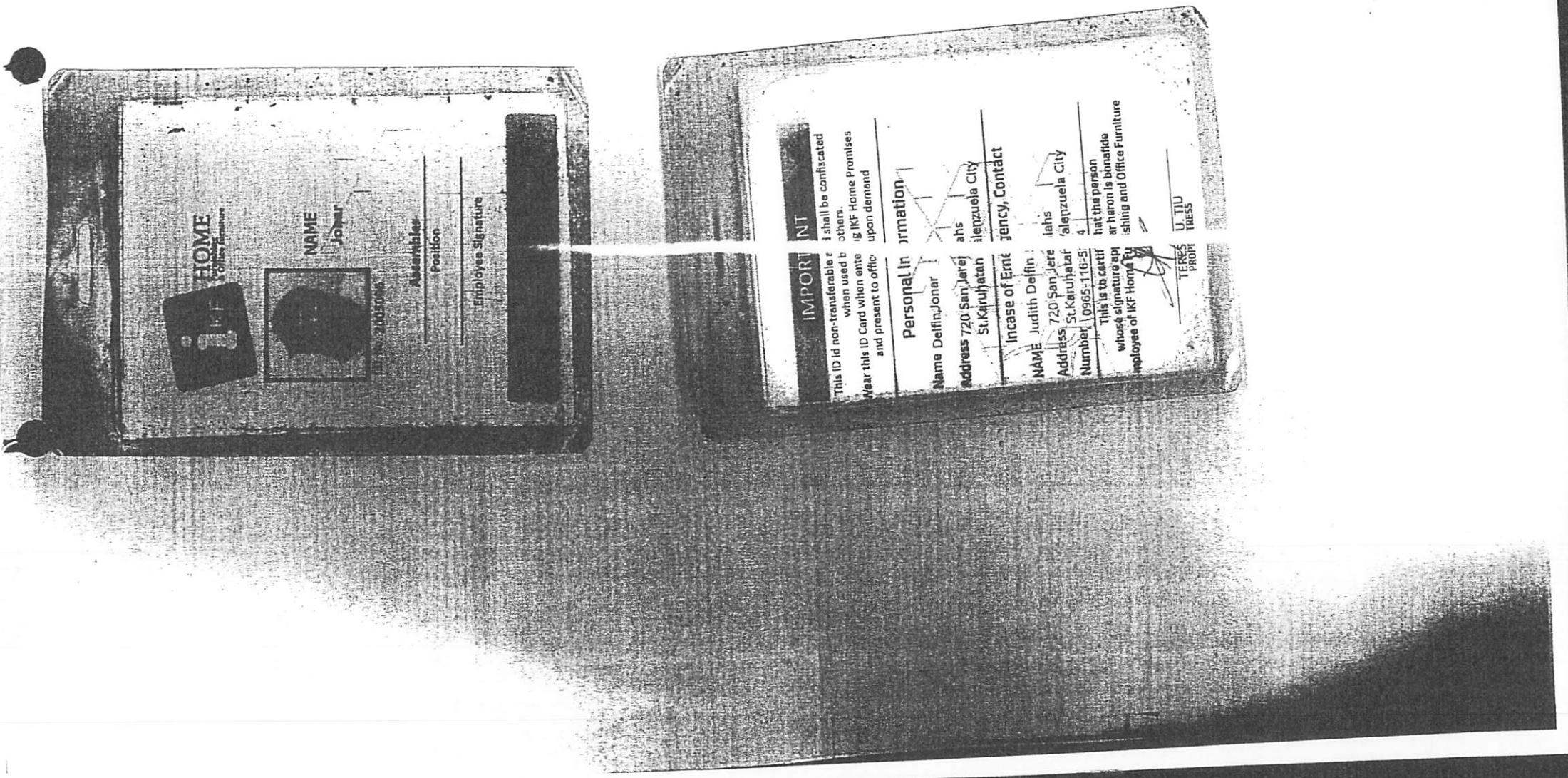
**VAT AMOUNT** →  
10 bkts. (50 x 3) 0001-0500 Date Issued 03/0: 17  
Valid until 03/01/22 BIR Permit No. OCN 3AI 0001-17411  
Inkjet Press TIN: 184-782-188-0001c VAT  
Drop.

R.A Delos Santos Printing  
ROWENA A. DELOS SANTOS - P.M.  
5225 Demetillo St., Brgy. G.T.D.I. Venezuela City  
THIS SALES INVOICE SHALL BE VALID FOI FIVE  
(5) YEARS FROM THE DATE OF ATP

21	TOTAL AMT. DUE	P 31,500
Received the above goods in good order and condition.		
By:	Cashier / Authorized Representative	Qualification: 024MP2014000000032
		Expiration Date: 05/20/14

By: -

<b>TOTAL AMT. DUE</b>	<b>\$31,500</b>
I have received the above goods in good order and condition.	
Cashier / Authorized Representative Printer's Accreditation: 024MP20140000000032 Date of Accreditation: 05/20/14	



PA



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 929-66-26 / (632) 929-62-52  
929-66 20 / 929-66-33 to 35

**NOTICE OF AWARD**

**VITARA MARKETING**  
7 Evangelista Street, San Bartolome,  
Novaliches, Quezon City  
Email: [vitara.marketing@gmail.com](mailto:vitara.marketing@gmail.com)  
Tel No. 70015165  
Cell No. 0917-1760389

2021

Attention : MR. ANTHONY U. TIU  
Secretary

Dear Sir:

We are pleased to inform you that your proposal for the project specified below has been accepted and approved:

Project : Supply and Delivery of Various Office Furniture under PR No  
2021-09-1729

Contract Amount : Thirty One Thousand Five Hundred Pesos Only. (₱31,500.00)

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below and return the signed copy to us within seven (7) calendar days from receipt hereof. Otherwise, this office shall be constrained to cancel the award without prejudice to the imposition of sanction in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

Very truly yours,

ROLANDO CASTRO  
Director, Administrative Service

Received by:	
<u>Anthony U. Tiu 10/21/21</u>	
(SIGNATURE OVER PRINTED NAME & DATE)	
NAME OF COMPANY	
<u>Vitara Marketing</u>	
(PLEASE RETURN SIGNED NOA TO PSMD THRU EMAIL @ <a href="mailto:bac.co@denr.gov.ph">bac.co@denr.gov.ph</a> AND/OR THRU FAX (02) 8926-2675)	

PhilGEPS Ref No: 8004835

Ref No AMP-NOA-2021-492

CERTIFIED COPY RECEIVED  
VIA ELECTRONIC PLATFORM



Visayas Avenue, Diliman, Quezon City  
Tel Nos. {632}929-66-26 to 29 | {632}929-62-52  
929-66-20 | 929-66-33 to 35  
929-70-41 to 43

### NOTICE TO PROCEED

MR. ANTHONY U. TIU

11 NOV 2021

Secretary

**VITARA MARKETING**

7 Evangelista Street, San Bartolome,  
Novaliches, Quezon City

Email: [vitara.marketing@gmail.com](mailto:vitara.marketing@gmail.com)

Tel: 70015165

Cell No. 0917-1760389

Contract/PO Ref. No. : **AMP-PO-2021-0355**

*Supply and Delivery of Various Office Furniture per PR No. 2021-09-1729*

Contract Amount : *Thirty One Thousand Five Hundred Pesos Only. (₱31,500.00).*

Dear Sir:

Please be advised that the Purchase Order (PO) relative to the abovementioned project has been approved by this office. You are requested to proceed in accordance with the terms hereof.

Kindly acknowledge receipt and acceptance of this Notice by signing in the space provided below and return the signed copy to us within seven (7) calendar days from receipt hereof. Otherwise, this office shall be constrained to cancel the Contract/PO without prejudice to the imposition of sanction in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

Very truly yours,

**ROLANDO CASTRO**

Director, Administrative Service

**Received by:**

(SIGNATURE OVER PRINTED NAME & DATE)

NAME OF COMPANY

(PLEASE RETURN SIGNED NTP TO PSMD THRU EMAIL @ [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) AND/OR THRU FAX (02) 8926-2675)



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100  
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618  
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491  
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 755-3300

Standard Form Number: SF-GOODS-58  
Revised on: May 24, 2004

DENR ACCOUNTING DIVISION  
**RECEIVED**

By: \_\_\_\_\_  
Date: 11/26/21  
8:37 AM

PURCHASE ORDER

Supplier/s: VITARA MARKETING	PhilGeps Cert. Ref. No. 201808811991886406584
Address: 7 Evangelista Street, San Bartolome, Novaliches, Quezon City	P.R. No.: 2021-09-1729
E-mail Address: vitara.marketing@gmail.com	P.O. No.: AMP-PO-2021-0355
Telephone No.: 70015165	Date Prepared: October 22, 2021
Mobile No.: 0917-1760389	Mode of Procurement: Shopping

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

Place of Delivery: Supply Management Section - PSMD, Basement, DENR Main Building, DENR C.O. Tel. (8) 9296626 loc. 2174

Delivery Term: During office hours, 8:00AM to 5:00PM, Monday to Friday. Please notify SMS for the schedule of delivery.

Date of Delivery: Within 15 CD from receipt of Notice to Proceed

Payment Term: Gov't terms

STOCK NO.	UNIT	DESCRIPTION	QTY.	Unit Price	Amount
		Supply and Delivery of Various Office Furniture			
	set	1. Round Table Glass Top (4 seater)	1	14,500.00	14,500.00
	set	2. 2 Seater Sofa with Side Table	1	17,000.00	17,000.00
End-User: GSD-BGMS					

(Total amount in words): Thirty One Thousand Five Hundred Pesos Only.

31,500.00

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

Conforme:

Very truly yours,

ROLANDO R. CASTRO

Director, Administrative Service

Signature over printed name of supplier

Please indicate Bank Account No. in your Sales Invoice.  
**For the Chief Accountant**

Date

**EVANGELINE F. LIMYOCO**  
Accountant III

Chief Accountant

ALOBS No.: 2021-06544 & 06546 Dd. 10-29-21

Amount: P 31,500.00

~~RA~~



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City  
Tel Nos. {632}829-88-26 to 28 | {632}829-82-52  
929-66-20 | 929-66-33 to 35  
929-70-41 to 43

**NOTICE TO PROCEED**

MR. ANTHONY U. TIU

Secretary

VITARA MARKETING

7 Evangelista Street, San Bartolome,  
Novaliches, Quezon City

Email: [vitara\\_marketing@gmail.com](mailto:vitara_marketing@gmail.com)

Tel: 70015165

Cell No. 0917-1760389

15.7.2021

Contract/PO Ref. No. : AMP-PO-2021-0355

*Supply and Delivery of Various Office Furniture per PR No. 2021-09-1729*

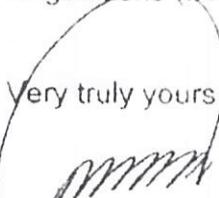
Contract Amount : *Thirty One Thousand Five Hundred Pesos Only (P31,500.00).*

Dear Sir:

Please be advised that the Purchase Order (PO) relative to the abovementioned project has been approved by this office. You are requested to proceed in accordance with the terms hereof.

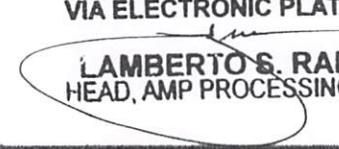
Kindly acknowledge receipt and acceptance of this Notice by signing in the space provided below and return the signed copy to us within seven (7) calendar days from receipt hereof. Otherwise, this office shall be constrained to cancel the Contract/PO without prejudice to the imposition of sanction in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

Very truly yours,

  
ROLANDO CASTRO

Director, Administrative Service

CERTIFIED COPY RECEIVED  
VIA ELECTRONIC PLATFORM

  
LAMBERTO S. RAMOS  
HEAD, AMP PROCESSING UNIT

Received by:

HEAD, AMP PROCESSING UNIT  
LAMBERTO S. RAMOS

VIA ELECTRONIC COPY RECEIVED  
CERTIFIED COPY RECEIVED

PURCHASE ORDER					
Supplier/s: VITARA MARKETING					
Address: 7 Evangellista Street, San Bartolome, Novaliches, Quezon City P.R. No.: 2021-09-1729 P.O. No.: AMP-PO-2021-0355 E-mail Address: vitara.marketing@gmail.com					
Telephone No.: 70015165 Place of Delivery: DNR Main Management Section - PSD, Building, DNR C.O., Tel. (8) 9296626 loc. 2174 Delivery Term: Within 24 hours, 8:00AM to 5:00PM, Monday to Friday. Please notify SMS for the schedule of delivery. Payment Terms: Within 15 days from receipt of Notice to Payee General Terms: Please furnish this office the following articles: Place of Delivery: Supply Main Management Section - PSD, Building, DNR C.O., Tel. (8) 9296626 loc. 2174 Delivery Term: Within 24 hours, 8:00AM to 5:00PM, Monday to Friday. Please notify SMS for the schedule of delivery. Payment Terms: Within 15 days from receipt of Notice to Payee STOCK NO.      UNIT      DESCRIPTION      QTY      UNIT PRICE      AMOUNT					
		Supply and Delivery of Various Office Furniture	1	14,500.00	14,500.00
	set	1 Round Table Glass Top (4 seater)	1	14,500.00	14,500.00
	set	2 Seater Sofa with Side Table	1	17,000.00	17,000.00
		End-User PSD-BMS			
(Total amount in words) Thirty One Thousand Five Hundred pesos Only 31,500.00					
In case of failure to make the fulfillment within the time specified above, a penalty of one tenth (1/10) of the total price for every day of delay shall be imposed.					
Please indicate Bill Account No. in your Sales Invoice Signature over printed name of supplier Signature over printed name of customer Date 12-9-2021 Funds Available: EVA NGELINE F. LIMYOCO Please indicate Bill Account No. in your Sales Invoice For the Chief Accountant Chief Accountant III Chief Accountant					

RECEIVED  
DNR ACCO

Department of Environment and Natural Resources

Republic of the Philippines

VITARA-QS-A-126-0001 • 97-9347 • 426-0366 • 426-0368  
Quintana 1631, 31-96-76-92-6692 • 97-9348 • 426-0369 • 426-0369  
VITARA-QS-A-126-0001 (V) (P) (T) (F) • 97-9347 • 426-0366 • 426-0368



Received from Number 59-310255  
Received on May 21, 2009



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City  
Tel Nos. {632}929-66-26 to 29 | {632}929-62-52  
929-66-20 | 929-66-33 to 35  
929-70-41 to 43

*[Handwritten Signature]*

**NOTICE TO PROCEED**

**MR. ANTHONY U. TIU**

10 NOV 2021

Secretary

**VITARA MARKETING**

7 Evangelista Street, San Bartolome,  
Novaliches, Quezon City

Email: [vitara.marketing@gmail.com](mailto:vitara.marketing@gmail.com)

Tel: 70015165

Cell No. 0917-1760389

Contract/PO Ref. No. : **AMP-PO-2021- 1355**

*Supply and Delivery of Various Office Furniture per PR No. 2021-09-1729*

Contract Amount : *Thirty One Thousand Five Hundred Pesos Only. (₱31,500.00).*

Dear Sir:

Please be advised that the Purchase Order (PO) relative to the abovementioned project has been approved by this office. You are requested to proceed in accordance with the terms hereof.

Kindly acknowledge receipt and acceptance of this Notice by signing in the space provided below and return the signed copy to us within seven (7) calendar days from receipt hereof. Otherwise, this office shall be constrained to cancel the Contract/PO without prejudice to the imposition of sanction in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

Very truly yours,

*[Signature]*  
**ROLANDO CASTRO**  
Director, Administrative Service

**Received by:**

(SIGNATURE OVER PRINTED NAME & DATE)

NAME OF COMPANY

(PLEASE RETURN SIGNED NTP TO PSMD THRU EMAIL @ [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) AND/OR THRU FAX (02) 8926-2675)

**Republic of the Philippines**  
**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632)929-66-26 to 29 | (632)929-62-52  
929-66-20 | 929 36-33 to 35  
929-70-41 to 43

A  
09 December 2021

**MEMORANDUM**

**FOR** : The OIC-Chief, Supply Management Section  
**FROM** : The OIC-Chief, Procurement Management Section  
**SUBJECT** : Supply and Delivery of Various Office Furniture under PR No. 2021-09-1729

Respectfully forwarded are the following pertinent documents relative to the Purchase Order (PO) No. AMP-PO-2021-0355 on 9 December 2021:

Procurement Project : Supply and Delivery of Various Office Furniture  
Approved Budget : PhP49,700.00  
End-user : GSD-BGMS  
Mode of Procurement : Shopping  
Supplier/Contractor : VITARA MARKETING  
Contract Amount : PhP31,500.00

Please see attached Annex A for detailed information relative to the project and kindly update monitoring sheet in the google drive upon receipt.

Thank you.

  
DIANNE G. BIAS

12/15  
R



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
 Visayas Avenue, Diliman, Quezon City  
 Tel Nos. {632} 929-86-28 to 29 | {632} 929-82-52  
 929-86-20 | 929-86-33 to 35  
 929-70-41 to 43

A

### CHECKLIST OF DOCUMENTS FOR CONTRACT/PURCHASE ORDER

Procurement Project	: Supply and Delivery of Various Office Furniture
Approved Budget	: Php49,700.00
End-user	: GSD-BGMS
Mode of Procurement	: Shopping
Supplier/Contractor	: VITARA MARKETING
Contract Amount	: Php31,500.00
Delivery Period	: Fifteen (15) calendar days from receipt of Notice to Proceed

No.	DOCUMENT	Reference No. (as applicable)	Date	SUBMITTED
1	Purchase Request	2021-09-1729	1-Sep-21	✓
2	PPMP / APP	N/A	CY 2021	✓
3	DEAIR	2021-08-1754		✓
4	Earmarking of Funds	2021-09-566	6-Sep-21	✓
5	**BAC Resolution on the Mode of Procurement	BAC Reso No. MP-2021-002 BAC Sec CN. 2021-519	10-Sep-21	✓
6	Request for Quotation	AMP-RFQ-2021-415	15-Sep-21	✓
7	Received Quotations from: 1 VITARA MARKETING 2 ROADWEST TRADING 3 ADICALP ENTERPRISES	N/A N/A N/A	- - -	✓ ✓ ✓
8	Abstract of Quotation	AMP-ABS-2021-408		✓
9	*Notice of Award	AMP-NOA-2021-492	21-OCT-21	✓
10	*Duly signed Contract / Purchase Order	AMP-PO-2021-0355	9-DEC-21	✓
11	Contract Notarization			
12	Obligation Request and Status (ORS)	02-10101-2021-10-06544	29-OCT-21	✓
13	*Notice to Proceed	AMP-NTP-2021-463	9-DEC-21	✓
14	Delivery due date			

\* Receipt of winning Supplier / Contractor / Supplier / Service Provider

\*\* Stamped Date of BAC Sec Control Number

Submitted By :

DIANNE G. IBIAS  
 OIC Chief, Procurement Management Section

12-15-21

*done*

Note: Unfilled spaces shall be completed once documents are in order.



Supply Mgt. Section PSMD, DENR C.O. &lt;psmdmhs@gmail.com&gt;

**Letter of Reminder to Deliver**

1 message

**Supply Mgt. Section PSMD, DENR C.O.** <psmdmhs@gmail.com>  
To: vitaramarketing@gmail.com  
Cc: denrgsd.bgms@gmail.com

Thu, Dec 16, 2021 at 3:58 PM

**Dear Sir/Madam,**

This is to remind you of the Purchase Order/Contract attached which is conforme signed by you.

We also want to remind you to indicate the **BANK DETAILS** of your company to the Sales Invoice to where the payment should be credited. Bank Name, Bank Branch, Account Name, Account Number should be clearly indicated in the front page of Sales Invoice/Billing Statement. This will form part of the delivery, thus, failure to do so means that delivery is incomplete and facilitation of inspection, eventually of payment may not be possible.

Should you fail to deliver beyond the stated due date, DENR shall impose liquidated damages, equivalent to one tenth (1/10) of one percent (1%) of the undelivered portion of the order for each day of delay in delivery. Once the accumulated amount of Liquidated Damages (LD) reached 10% of the amount of contract, DENR may rescind the Contract without prejudice to other courses of action and remedies available to it. This is in accordance with Annex D of the Implementing Rules and Regulations of RA 9184.

We shall appreciate it if you can keep us informed of the progress of the project.

**Supply Management Section - PSMD**

DENR - Central Office  
Visayas Avenue, Diliman, Quezon City  
Local No. 1159

VITARA MARKETING AMP-PO-2021-0355.pdf  
359K

PR No.: 2021 - 09 - 1729 Date: 01 SEP 2021

Office: General Services Division Section: BGMS

Responsibility Center Code:

Date:

### PURCHASE REQUEST

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PLANNING AND FINANCIAL MANAGEMENT  
GENERAL SERVICES DIVISION



Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost
set	Round Table Glass top (4 seater)	1	31,000.00	31,000.00	
set	2 Seater Sofa With Side Table	1	18,700.00	18,700.00	
TOTAL AMOUNT: ₱ 49,700.00					
Note: See attached Specification/Terms of Reference/Scope of Reference					
Delivery Period/Completion Period:					
Terms and Condition/s:					
Purpose: For official use of COA Office					
Requester: ENGR. GUILLERMO V. ESTIPONA JR. ROLANDO R. CASTRO					
Signature: <i>Wm</i>					
Approved by: <i>Wm</i>					
Designated: Director, General Services Division					
Printed Name: ENGR. GUILLERMO V. ESTIPONA JR.					
Signature: <i>Wm</i>					
Requester: Director, General Services Division					
Designation: Director, General Services Division					



leso

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Republic of the Philippines  
**Department of Environment and Natural Resources**  
 Visayas Avenue, Diliman, Quezon City, 1100  
 Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618  
 426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491  
 Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 755-3300

DENR Accounting Division  
**RECEIVED**

By: 11/27/2021  
 Date:  
 Time:

Standard Form Number: SF-GOODS-58  
 Revised on: May 24, 2004

**PURCHASE ORDER**

Supplier/s: VITARA MARKETING	PhilGeps Cert. Ref. No. 201808811991886406584				
Address: 7 Evangelista Street, San Bartolome, Novaliches, Quezon City	P.R. No.: 2021-09-1729				
E-mail Address: vitara.marketing@gmail.com	P.O. No.: AMP-PO-2021-0355				
Telephone No.: 70015165	Date Prepared: October 22, 2021				
Mobile No.: 0917-1760389	Mode of Procurement: Shopping				
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained therein					
Place of Delivery: Supply Management Section - PSMD, Basement, DENR Main Building, DENR C.O. Tel. (8) 9296626 loc. 2174					
Delivery Term: During office hours, 8:00AM to 5:00PM, Monday to Friday. Please notify SMS for the schedule of delivery.					
Date of Delivery: Within 15 CD from receipt of Notice to Proceed					
Payment Term: Gov't terms					
STOCK NO.	UNIT	DESCRIPTION	QTY.	Unit Price	Amount
		Supply and Delivery of Various Office Furniture			
	set	1. Round Table Glass Top (4 seater)	1	14,500.00	14,500.00
	set	2. 2 Seater Sofa with Side Table	1	17,000.00	17,000.00
End-User: GSD-BGMS					
(Total amount In words): Thlirty One Thousand Five Hundred Pesos Only. <span style="float: right;">31,500.00</span>					

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

Conforme:

Very truly yours,

ROLANDO R. CASTRO

Director, Administrative Service

Signature over printed name of supplier

Please indicate Bank Account No. in your Sales Invoice.  
**For the Chief Accountant**

Date

Funds Available: **EVANGELINE F. LIMYOCO**  
 Accountant III

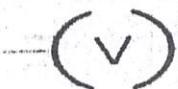
Chief Accountant

ALOBS No.: *Aug. 10 - 06544 & 06545 dd. 10-29-21*

Amount: *P 31,500.1*

56/80

A



Vitara Marketing  
VITARA MARKETING

7 EVANGELISTA STREET, SAN BARTOLOME, NOVALICHES, QUEZON CITY

Tel No: 985-7191 / 806-4754

E-mail: vitara\_marketing@gmail.com

Tel. Number: 484-322-976-000

DR 09.7039

Name DENR

Date

Name DENK  
Address: Vicayao Avenue, Atman Subdivision, City  
P.O. No.: AMPAPO-2020311 Terms:

P.O. No.: A-MP-PO-2628-0351

### Terms:

**DELIVERY RECEIPT**

THIS STATES THAT THE FOLLOWING ITEMS HAVE BEEN RECEIVED IN GOOD CONDITION

**Prepared by:** ASST. DIRECTOR STA  
**Approved By:**

Received  
by

**VITARA MARKETING**

7 Evangelista St., San. Bartolome, Novaliches, Quezon City

BENEDICT U. TIU - Prop.

VAT Reg. TIN: 484-322-976-000

No. : 9173

**SALES INVOICE**

SOLD TO: DEPARTMENT OF ENVIRONMENTAL and  
NATURAL RESOURCES

VIN

DATE: \_\_\_\_\_ 20, \_\_\_\_\_

INTERVIEW WITH DR. RAYMOND BURTON CAN

ADDRESS: 1544c Avenue, North Bay

BUS. STYLE

SILVER MINE MANAGEMENT SYSTEM 11

12/22

— 1 —

ANNA GENALIN D. PAPRO

Intern. Chie, SMS/PSMP

VATABLE SALES -

VAT-EXEMPT SALES

**TOTAL SALES**

ZERO-RATED SALES

13

**ADD VAT**

**NAME & ADDRESS**

**TOTAL AMT. DUE**

70

10 bklts. (50 x 3) 0001-0500 Date Issued 03/02/17  
MVA - 03/02/17 BIR Permit No. OCN 3AU0001417411

Reckoned the above roads in good order and condition.

R.A. Delos Santos Printing Press • TIN: 1B4-782-188-000 Non V  
RAVENA A. DELOS SANTOS - Prop.

Cashier / Authorized Representative  
Printer's Accreditation: 024MP2014000000052  
Date of Accreditation: 05/20/14

**5225 Demetillo St., Brgy. G.T.D.I Valenzuela City**

**THIS SALES INVOICE SHALL BE VALID FOR FIVE  
(5) YEARS FROM THE DATE OF ATP**

**VITARA MARKETING**

7 Evangelista St., San. Bartolome, Novaliches, Quezon City

BENEDICT U. TIU - Prop.

VAT Reg. TIN: 484-322-976-000

N. 0173

**SALES INVOICE**

SOLD TO: DEPARTMENT OF ENVIRONMENTAL and  
NATURAL RESOURCES  
 TIN: \_\_\_\_\_  
 ADDRESS: MISAYAS Avenue, Diliman, Quezon City

DATE: \_\_\_\_\_ 20. \_\_\_\_\_

TERMS: \_\_\_\_\_

BUS. STYLE: \_\_\_\_\_

QTY	UNIT Set/ Unit	PARTICULARS	U / PRICE	AMOUNT
1	Set/ Unit	Round Table Glass Top (4 Seater)	14,500	14,500
1	Set	2 Seater Sofa with Side table	17,000	17,000
<i>P.O# RMAP - PO 2021-0355</i>				
<i>12/22</i>				
<input checked="" type="checkbox"/> Fully Complete <input type="checkbox"/> Partially Complete <input type="checkbox"/> Work In Progress <input type="checkbox"/> Warranty Certificate <input type="checkbox"/> Missing Item(s) Pending <input type="checkbox"/> Insufficient Info				
<b>ANNA GENALYN D. PAYAMBURE, IPA</b> <i>Interim Chief, SWS/PSW</i>				

**VATABLE SALES ➔****VAT-EXEMPT SALES ➔****ZERO - RATED SALES ➔****VAT AMOUNT ➔****GRAZIA ASST M. MALLILIN***Inspector, IPC 12/20/21***TOTAL SALES ➔****ADD VAT ➔****TOTAL AMT. DUE ➔**10 bkits. (50 x 3) 0001-0500 Date Issued 03/02/17  
Valid until 03/01/22 BIR Permit No. OCN 3ALJ0001417411

R.A Delos Santos Printing Pres. TIN: 184-782-188-000 Non VAT  
**ROWENA A. DELOS SANTOS - Prop.**  
 5225 Demetillo St., Brgy. G.T.D.L Valenzuela City

THIS SALES INVOICE SHALL BE VALID FOR FIVE  
(5) YEARS FROM THE DATE OF ATP

Received the above goods in good order and condition.

By:

Cashier / Authorized Representative  
 Printer's Accreditation: 024MP20140000000092  
 Date of Accreditation: 05/20/14