Annex A

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C:\Users\ee\Pictures\images\cropped-cropped-cropped-sorsogon-city-seal11.png**  Republic of the Philippines  **LOCAL GOVERNMENT UNIT**  Sorsogon City | | | | | | | | |
| **OBLIGATION REQUEST** | | | | | | | No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_ | |
| PAYEE | | | **BlackPajama Company** | | | | | |
| OFFICE | | |  | | | | | |
| ADDRESS | | |  | | | | | |
| Responsibility  Center | | Particulars | | F.P.P. | | | Account Code | Amount |
|  | | Procurement of Point-to-Point Network Systems for the Local Government Unit of Sorsogon City as Per Supporting Documents Hereto Attached | |  | | |  | **216,000.00** |
|  | |  | |  | | | Total | **216,000.00** |
| A | Certified    Charges are available appropriation/allotment necessary, lawful and under my direct supervision  Supporting documents are valid, proper and legal | | | B | Certified  Existence of available appropriation | | | |
|  |  |
| Signature | |  | | Signature | |  | | |
| Printed name | | **MA. ESTER E. HAMOR** | | Printed name | | **JINKY E. AQUINO** | | |
| Position | | City Mayor | | Position | | City Budget Officer | | |
| Head, Requesting Office/  Authorized Representative | | Head, Budget Unit/  Authorized Representative | | |
| Date | |  | | Date | |  | | |

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| **Appendix 47** | | | | | | |
| **PURCHASE REQUEST** | | | | | | |
| LGU: Sorsogon City Fund:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Department: | | PR No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_ | |
| Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | FPP : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Item No. | Unit | Item Description | | Quantity | Unit Cost | Total Cost |
|  |  | **Procurement of Point-to-Point Network Systems for the Local Government Unit of Sorsogon City** | |  |  |  |
|  |  | P2P Transmitter | | 3 | 5,000.00 | 15,000.00 |
|  |  | P2P Receiver | | 7 | 5,000.00 | 35,000.00 |
|  |  | P2P Hub | | 6 | 4,000.00 | 24,000.00 |
|  |  | P2P Routers | | 6 | 5,000.00 | 30,000.00 |
|  |  | LAN Cables/Wire Termination | | 4 | 8,500.00 | 34,000.00 |
|  |  | P2P Pole Mast | | 6 | 3,000.00 | 18,000.00 |
|  |  | P2P Rack | | 6 | 10,000.00 | 60,000.00 |
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|  |  |  | |  |  | **₱216,000.00** |
| Purpose : Intended for the use @ LGU Sorsogon City | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  | Cash Availability  **NANCY D. CABALLERO**  City Treasurer | | | Requested/Approved by: | | |
| Signature: |  | | |
| Printed Name: | **MA. ESTER E. HAMOR** | | |
| Designation: | City Mayor | | |

**ACCEPTANCE & INSPECTION REPORT**

City Government of Sorsogon

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Supplier: | **BlackPajama Company** | | | | | | | ARR No. |  |
| P.O. No. |  | | Date |  | Invoice No. | |  | Date |  |
| Requisitioning Office/ Department: | | | | | | | | | |
| **Item No.** | **Unit** | **DESCRIPTION** | | | | | | **Quantity** | **REMARKS** |
|  |  | **Procurement of Point-to-Point Network Systems for the Local Government Unit of Sorsogon City** | | | | | |  |  |
|  |  | P2P Transmitter | | | | | | 3 |  |
|  |  | P2P Receiver | | | | | | 7 |  |
|  |  | P2P Hub | | | | | | 6 |  |
|  |  | P2P Routers | | | | | | 6 |  |
|  |  | LAN Cables/Wire Termination | | | | | | 4 |  |
|  |  | P2P Pole Mast | | | | | | 6 |  |
|  |  | P2P Rack | | | | | | 6 |  |
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| INSPECTION  Date Inspected:  ( ) Inspected, verified and found OK  ( ) as to Quantity and specifications.  **DAISY N. ANSON**  Supply Officer II  Inspection Officer/ Committee | | | | | | ACCEPTANCE:  Date Received:  ( ) Complete  ( ) Partial  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |

****Annex C

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Republic of the Philippines  **CITY GOVERNMENT OF SORSOGON** | | | | | | | | | | | | | | |
|  | | | | | **DISBURSEMENT VOUCHER** | | | | | | | No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Mode of Payment | | | | | Check Cash Others | | | | | | |  | | |
| PAYEE | | | | | **BlackPajama Company** | | TIN/Employee no.: | | | | | Obligation Request No.: | | |
| ADDRESS | | | | | Prieto – Diaz, Sorsogon | | Responsibility Center | | | | | | | |
| Office/Unit/Project | | | | | Code | | |
| EXPLANATION | | | | | | | | | | | | Amount | | |
| Procurement of Point-to-Point Network Systems for the Local Government Unit of Sorsogon City as per supporting documents hereto attached  Amount Due | | | | | | | | | | | | **216,000.00** | | |
| **216,000.00** | | |
| A | | Certified    Allotment obligated for the purpose as indicated above  Supporting documents are complete | | | | | | B | | Certified  Funds Available | | | | |
|  | |  | |
| Signature | | |  | | | | | Signature | | |  | | | |
| Printed name | | | **CHRISTINE N. MERALPES** | | | Date: | | Printed name | | | **NANCY D. CABALLERO** | | | Date: |
| Position | | | City Accountant | | | | | Position | | | City Treasurer | | | |
| Head, Accounting Unit/  Authorized Representative | | | | | City Treasurer/  Authorized Representative | | | |
| C | Approved for Payment: | | | | | | | D | Received Payment | | | | | |
| Signature | | | |  | | | | Check No. | | | Bank Name | | Date: | |
| Printed name | | | | **MA. ESTER E. HAMOR** | | | | Signature | | |  | | | |
| Printed Name | | |  | | Date: | |
| Position | | | | City Mayor | | | | OR/Other Documents JEV No. | | | | | Date: | |
| Agency Head/ Authorized Representative | | | |