



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Bids and Awards Committee

NOTICE TO PROCEED

CHARKIEL ENTERPRISES
Muntinlupa City

Dear Sir / Madame:


The attached Contract Agreement having been approved, notice is hereby given **CHARKIEL ENTERPRISES** that the CONTRACT of the City Government of Muntinlupa for the **"Supply & Delivery of Office Supplies for use of Various Offices"**, shall commence effective FIVE (5) DAYS after acknowledging receipt hereof.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and Schedule of Delivery.

Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Kindly keep one (1) copy and return the other copy to the Bids and Awards Committee Secretariat.

Very truly yours,


Hon. ROZZANO RUFINO B. BIAZON
City Mayor

I acknowledge receipt of this Notice on 11-25-24
Name of the Bidder or Representative marolito P. Padolina
Authorized signature 

CGM-OP-BAC-08F034

Contract Agreement

THIS AGREEMENT made the ____ day of ^{NOV 11} 2024 ____ 20____ between **CITY GOVERNMENT OF MUNTINLUPA** of the Philippines (hereinafter called "the Entity") of the one part and **CHARKIEL ENTERPRISES** with address at Muntinlupa City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly for the **Supply & Delivery of Office Supplies for use of Various Offices** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million One Hundred Four Thousand Eight Hundred Twenty Three Pesos & 5/100 (P1,104,823.05)**(hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

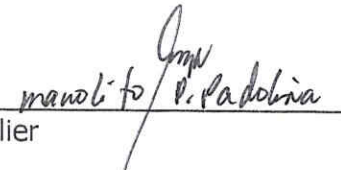
- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**


3. In consideration for the sum of **One Million One Hundred Four Thousand Eight Hundred Twenty Three Pesos & 5/100 (P1,104,823.05)** or such other sums as may be ascertained, **CHARKIEL ENTERPRISES** agrees to the **Supply & Delivery of Office Supplies for use of Various Offices** in accordance with his/her/its Bid.
4. The City Government of Muntinlupa agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

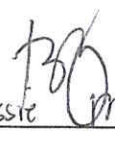

Hon. ROZZANO RUFINO B. BIAZON
City Mayor

for:
CITY GOVERNMENT OF MUNTINLUPA


Supplier
for:
CHARKIEL ENTERPRISES


MAGANDA

Signed in the presence of:


Belinda Blessie Macayaga

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MUNTINLUPA)

NOV 11 2024

BEFORE ME, a Notary Public for and in Muntinlupa City, this ____ day of _____ 2024, personally appeared:

NAME

GOVERNMENT ISSUED ID NO.

Hon. ROZZANO RUFINO B. BIAZON

Driver's License N03-86-030998

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own voluntary act and deed.

WITNESS MY HAND SEAL.

Doc. No. 39;
Page No. 8;
Book No. 15;
Series of 2024.

NOTARY PUBLIC
ATTY. STEVEN M. SANTILLAN
NOTARY PUBLIC
2736 BRUGER ST. PUTUPAN MUNT. CITY PHILIPPINES
aspstev12@yahoo.com
COMM. NO. 23-0287 VALID UNTIL 12/31, 2024
PTR NO. 10474127, 01/02/2024, MUNTINLUPA CITY
IBP LIFETIME MEMBER NO. 024205, CEBU CHAPTER
ROLL NO. 42750, TIN NO. 318-359-657
MILEAGE: 0020556, 04/14/2024



REPUBLIC OF THE PHILIPPINES
Philippine Health Insurance Corporation

PhilHealth
Your Partner in Health



Manolito Pelaez

08-025196873-3

PADOLINA, MANOLITO PELAEZ

DECEMBER 29, 1984 - MALE
UNIT II 7 ESTANISLAO ST LAKEVIEW HOMES
PUTATAN MUNTINLUPA CITY, FOURTH DIST. - 1770



0 8 0 2 5 1 9 6 8 7 3 3
INFORMAL ECONOMY

Gov

Gov

Gov

PURCHASE ORDER
City Government of Muntinlupa

Supplier **CHARKIEL ENTERPRISES** P.O. No.: **32785**
Address **Muntinlupa City** Date : **November 15, 2024**
Mode of Procurement : **Bidding**

Gentlemen:
Please furnish and/or deliver to this office the following articles subject to the terms and conditions contained herein:

Place of delivery : _____ Delivery Term : _____
Date of delivery : _____ Payment Term : _____

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	45	cartridge	BPLO Toner for Develop INEO 450i (TN628 Toner K)	8,450.00	380,250.00
2	2	reams	ACCOUNTING Paper, Bond/Copier, Sub 20 (70gsm), A4 (8.27 x 11.69"), ream/ HARDCOPY	378.00	756.00
3	20	reams	Paper, Bond/Copier, Sub 20 (70gsm), Legal, (8.5x14"), ream/ HARDCOPY	457.00	9,140.00
4	300	reams	Paper, Bond/Copier, Sub 20 (70gsm), Long (8.5x13"), ream/ HARDCOPY	431.00	129,300.00
5	243	reams	Paper, Bond/Copier, Sub 20 (70gsm), Short (8.5x11"), ream/ HARDCOPY	364.85	88,658.55
6	4	pc	BPLO Other Office Supplies and Materials Filing Cabinet, vertical 4-drawer 46Wx62Dx134Hcm, 43 kilos	12,344.00	49,376.00
7	2	unit	Laminating Machine, 31 A3/125, Laminates A3 size	9,495.00	18,990.00
8	3	unit	Hand truck trolley, heavy duty, 300kg capacity, 2 wheels	5,135.00	15,405.00
9	1	unit	Cargo hand truck, 300 kg capacity, 90cm foldable hand rail, 90x60cm platform size, 4 wheels	10,659.00	10,659.00
10	20	pcs	GSO PET SHEET Fil High Glossy ID Sheet A-4 size 8.25 x 11.75 inches, 50 sheets sets of back to back A4 ID Sheet	2000.00	40,000.00
11	2	pcs	PVC Card ID size die cutter	3,000.00	6,000.00
12	1	pc	Manual PVC Plastic Card Embosser Machine for PVC Card Embossing Machine	20,000.00	20,000.00
13	8	pcs	Poratble plastic 9 lins 30 cells Braille Writing State and Stylus	500.00	4,000.00
14	1	pc	Learning Tool Accessory Comb Binding machine	5,995.00	5,995.00
15	350	pcs	Plastic ring binder / comb Binding ring	10.00	3,500.00
16	10	pack	DILG/PLEB Note Pad, Stick-On, Post-It Flags	177.90	1,779.00
17	10	pack	Note Pad, Stick-On, Post-It Strips, 5 Pads	91.50	915.00
18	50	ream	Paper, Bond/Copier, Sub 24 (80gsm), A4 (8.27x11.69)/ HARDCOPY	430.95	21,547.50
19	10	ream	Paper, Bond/Copier, Sub 24 (80gsm), Long (8.5x13)/ HARDCOPY	491.95	4,919.50
20	5	ream	Paper, Bond/Copier, Sub 24 (80gsm), Short (8.5x11)/ HARDCOPY	416.80	2,084.00
21	10	pack	Paper, Photo-Printing, A4 (180gsm), 20s/pack	22.95	229.50
22	20	piece	Correction Tape, 5mm wide, 6m long/ JOY	54.80	1,096.00
23	12	piece	Marker Permanent, Broad, Black, for heavy writing/ PILOT	60.80	729.60
24	12	piece	Marker Permanent, Broad, Blue, for heavy writing/ PILOT	60.80	729.60
25	12	piece	Marker Permanent, Fine Tip, Black, for heavy writing/ PILOT	60.80	729.60

xxxxx PAGE 1 xxxxx

Total Amounts in Words: _____

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

Conforme: **CHARKIEL ENTERPRISES**
Signature over printed name
11-25-24
Date

Very Truly yours
Mayor ROZZANO RUFINO B. BIAZON
Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished) Approved to be purchased thru Negotiated Purchase per Sangguniang Res. No.: _____ Certified Correct: _____ Secretary of the Sanggunian	Requesting Office/Dept. Authorized Official	Funds Available : _____ Amount: _____ R.O. No.: _____ Chief Account
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PURCHASE ORDER
City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**

Address : **Muntinlupa City**

P.O. No. : **32785**

Date : **November 15, 2024**

Mode of Procurement : **Bidding**

Gentlemen :
Please be furnish this office the following articles subject to the terms and condition contain herein:

Place of delivery : _____

Date of delivery : _____

Delivery Term : _____

Payment Term : _____

Item No.	Quantity	Unit	Description	Unit Cost	Amount
26	12	piece	Marker Permanent, Fine Tip, Black, for heavy writing/ PILOT	60.80	729.60
27	50	piece	Pen, Ball Point, Black/ PANDA	11.95	597.50
28	2	box	Pen, Sign, Gel, 0.5mm, Black (12 pcs/box)/ MYGEL	40.90	81.80
29	1	box	Pen, Sign, Gel, 0.5mm, Blue (12 pcs/box)/ MYGEL	40.90	40.90
30	12	piece	Pen, Sign, Gel, 0.7mm, Black/ MYGEL	40.90	490.80
31	12	piece	Pen, Sign, Gel, 0.7mm, Blue/ MYGEL	40.90	490.80
32	40	piece	File/Magazine Box, Long, Navy Blue	284.50	11,380.00
33	2	piece	Clipboard Folder w/cover, Long (8x14")	271.50	543.00
34	1	box	Envelope, Expandable, Long w/ String, 100s/box	2,795.00	2,795.00
35	5	piece	Envelope, Plastic, w/ Handle, Long/ JOY	117.00	585.00
36	2	pack	Cutter Blade, Big, 10s/pack	127.00	254.00
37	1	box	Gun Tacker / Staple Gun, Heavy Duty, T50 Staple Wire	2,000.00	2,000.00
38	5	piece	Scissors, 8", Heavy Duty	208.50	1,042.50
39	20	box	Staple Wire #35, 5000s/box/ JOY	112.50	2,250.00
40	5	box	Staple Wire Remover, 1win Jaws	185.00	925.00
41	5	pack	Battery, AA, Heavy Duty, 2s/pack/ ENERGIZER	167.50	837.50
42	5	pack	Battery, AAA, Heavy Duty, 2s/pack/ ENERGIZER	185.50	927.50
43	30	piece	Tape Clear, 1" Roll, 50m	50.85	1,525.50
44	5	piece	Tape, Double-Adhesive, 1", Roll, Heavy Duty, 10m	447.80	2,239.00
45	5	piece	Tape, Double-Adhesive, 2", Roll, Heavy Duty, 10m	464.85	2,324.25
46	5	piece	Tape, Masking, 1", Roll	42.95	214.75
47	20	piece	Document Box, Hard Bound, 16x13x10, with Cover, Blue	613.50	12,270.00
ASSESSORS'S					
48	40	units	INKRITE TONER CARTRIDGESCartridge Model: TN263(B)	960.00	38,400.00
49	14	units	Cartridge Model: TN263 (Y)/ INKRITE	960.00	13,440.00
BPLO					
50	5	pc	Document file rack, Double Steel	598.00	2,990.00
51	500	roll	Paper, Thermal, 80mmx70mm, for queueing machine	78.00	39,000.00
COUN. HILAPO					
52	30	ream	Paper Bond Copier 8.5x11" Sub 20, 70gsm, Hard Copy	364.85	10,945.50
53	29	ream	Paper Bond Copier 8.5x13" Sub 20, 70gsm, Hard Copy	431.00	12,499.00
54	15	pc	Tape Masking 2", Roll	85.00	1,275.00
55	13	pc	Tape Clear 2", Roll, 50m	64.50	838.50
56	1	box	Envelope, brown long, 500s/box	2,502.00	2,502.00

xxxxxx PAGE 2 xxxxxx---

Total Amounts in words: _____

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

CHARKIEL ENTERPRISES

Conforme: _____

Signature over printed name
11-25-24
Date

Very Truly yours,

Mayor ROZZANO RUFINO B. BIAZON

Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished.)

Approved to be purchase thru Negotiated Purchase per Sangguniang Res. No. : _____

Certified Correct : _____
Secretary of the Sanggunian

Requesting Office/Dept.

Authorized Official

Funds Available : _____

Amount : _____

R.O. No. : _____

Chief Account

PURCHASE ORDER
City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES** P.O. No. : **32785**
Address : **Muntinlupa City** Date : **November 15, 2024**
Mode of Procurement : **Bidding**

Gentlemen :
Please be furnish this office the following articles subject to the terms and condition contain herein:

Place of delivery : _____ Delivery Term : _____
Date of delivery : _____ Payment Term : _____

Item No.	Quantity	Unit	Description	Unit Cost	Amount
57	1	box	Envelope, brown short, 500s/box	2,287.00	2,287.00
58	20	pc	Tape Masking 1", Roll	42.95	859.00
59	3	pc	Tape Dispenser Heavy Duty for 1"	155.00	465.00
			YASDO		
60	15	packs	Paper, Certificate Short, 10s/pack	62.75	941.25
61	3	ream	Paper, Bond/Copier, Short (8.5x11"), Sub 20, 70gsm, Ream/ HARDCOPY	364.85	1,094.55
62	3	pcs	Acrylic Plaque size 4"/ ACYLIC	650.00	1,950.00
63	3	pc	Tarpaulin 6x4/ POLYSTER	600.00	1,800.00
64	1	pack	Color Paper Assorted 100s per pack	190.00	190.00
65	3	pcs	Tape, Masking, 2", roll, 50m	85.50	256.50
66	1	pack	Paper, Cartolina Assorted 20s/pack	202.00	202.00
67	13	box	Oil Pastel, 24 color per box	85.00	1,105.00
68	3	pcs	Plastic Cover 5mtrs	33.00	99.00
69	2	box	Pencil #2, 12s/box, Graphite lead, Writing/ MONGOL	122.90	245.80
70	3	pcs	Tape, Double- Adhesive, w/o foam, 2", roll, 10m	121.85	365.55
71	30	pcs	Pen, Ballpoint, black/ PANDA	11.95	358.50
72	1	pc	Tarpaulin 3x5/ POLYSTER	375.00	375.00
73	10	sets	Highlighter 5 color	59.00	590.00
74	10	pads	Sticky Notes Aesthetics	33.00	330.00
75	10	pcs	Sketch Pads 6x9 20 leaves	39.00	390.00
76	50	pcs	Assorted Toys	65.00	3,250.00
77	7	pcs	Illustration Board 1/4	19.00	133.00
			SP Information and Communication Technology		
78	8	units	HEADSET USB W/ MIC Dimensions Height: 171 mm Width: 151 mm Depth: 68 mm Weight: 0.197 kg Cable length: 1.9 m Technical Specifications Microphone Type: Bi-directional Input Impedence: 32 Ohm	2,405.00	19,240.00
xxxxxx PAGE 3 xxxxxx---					

Total Amounts in words: _____

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

CHARKIEL ENTERPRISES Very Truly yours, **Mayor ROZZANO RUFINO B. BIAZON**
Conforme: _____
Signature over printed name _____
Date 11-25-24 _____
Authorized Official _____

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished.) Approved to be purchase thru Negotiated Purchase per Sangguniang Res. No. : _____ Certified Correct : _____ Secretary of the Sanggunian	Requesting Office/Dept. Authorized Official	Funds Available : _____ Amount : _____ R.O. No. : _____ Chief Account
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PURCHASE ORDER

City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**P.O. No. : **32785**Address : **Muntinlupa City**Date : **November 15, 2024**Mode of Procurement : **Bidding**

Gentlemen :

Please be furnish this office the following articles subject to the terms and condition contain herein:

Place of delivery : _____

Delivery Term : _____

Date of delivery : _____

Payment Term : _____

Item No.	Quantity	Unit	Description	Unit Cost	Amount
			Sensitivity (headphone): 94 dBV/Pa +/- 3 dB Sensitivity (microphone): -17 dBV/Pa +/- 4 dB Frequency response (headset): 20 Hz - 20 kHz Frequency response (Microphone): 100 Hz - 10 KHz C. AMPAYA		
79	12	pcs	Pen, Ball, point, Black/ PANDA	11.95	143.40
80	5	pcs	Pen, Sign, Hi-Tech point Grip, V10 (Black)/ PILOT	106.00	530.00
81	14	pcs	Pen, Sign, Gel, 0.5mm Black/ MYGEL	40.90	572.60
82	6	pack	Paper, Sticker Paper, high Gloss, A4 (8.27x11.69") 10s per pack	85.00	510.00
83	6	pack	Paper, Sticker Paper, Matte, A4 (8.27x11.69") 10s per pack	85.00	510.00
84	18	ream	Bond Paper/Copier, Sub 20 (70gsm) Short (8.5x11") Ream/ HARDCOPY	364.85	6,567.30
85	1	ream	Bond Paper/Copier, Sub 20 (70gsm) A4 (8.27x11.69") Ream/ HARDCOPY	378.00	378.00
86	2	ream	Bond Paper/Copier, Sub 20 (70gsm) Long (8.5x13") Ream/ HARDCOPY	431.00	862.00
87	1	ream	Bond Paper/Copier, Sub 20 (70gsm) Legal (8.5x14") Ream/ HARDCOPY	457.00	457.00
			ECED (SEF)		
88	10	packs	Paper, Board-Type, Short (8.5x11"), 220gsm, White, Vellum Board 10s/pack/ WORX	55.75	557.50
89	5	reams	Paper, Bond/Copier, Sub 24 (80gsm), A4 (8.27x 11.69"), Ream/ HARDCOPY	430.85	2,154.25
90	2	reams	Paper, Bond/Copier, Sub 24 (80gsm), Legal (8.5x14"), Ream/ HARDCOPY	530.75	1,061.50
91	35	reams	Paper, Bond/Copier, Sub 24 (80gsm), Long (8.5x13"), Ream/ HARDCOPY	491.95	17,218.25
92	35	reams	Paper, Bond/Copier, Sub 24 (80gsm), Short (8.5x11"), Ream/ HARDCOPY	416.80	14,588.00
93	2	books	Record Book, Soft-Bound, 150 leaves/ VALIANT	88.90	177.80
94	15	pcs	Correction Tape, 5mm wide, 5m long/ JOY	54.80	822.00
95	15	pcs	Highlighter, Green, heavy Duty/ STABILO	62.75	941.25
96	15	pcs	Highlighter, Neon Yellow, Heavy Duty/ STABILO	62.75	941.25
97	24	pcs	Marker, Permanent. Broad, Black, For Heavy Writing/ PILOT	60.80	1,459.20
98	2	pcs	Marker, Whiteboard, Broad, Black, For Heavy/ PILOT	90.00	180.00
99	25	pcs	Pen, Sign, Gel, 0.5mm, Black/ MYGEL	40.90	1,022.50
100	24	pcs	Pen, Sign, Gel, 0.5mm, Blue/ MYGEL	40.90	981.60
101	1	box	Folder, Expandable, Long, Blue, 100s/box	2,572.50	2,572.50
102	10	packs	Battery, AA, 2s/pack	57.00	570.00
103	10	packs	Battery, AAA, Heavy Duty, 2s/pack/ ENERGIZER	185.50	1,855.00
104	10	pcs	Tape, Clear, 1" Roll, 50m	50.85	508.50
105	5	pcs	Tape, Duct, 2" Roll	113.85	569.25

xxxxxx PAGE 4 xxxxxx---

Total Amounts in words: _____

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

CHARKIEL ENTERPRISES

Conforme: _____

Signature over printed name

Date

Very Truly yours,

MAYOR ROZZANO RUFINO B. BIAZON

Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160 this portion must be accomplished.)

Approved to be purchase thru Negotiated Purchase per Sangguniang Res. No. : _____

Certified Correct : _____

Secretary of the Sanggunian

Requesting Office/Dept. _____

Authorized Official

Funds Available : _____

Amount : _____

R.O. No. : _____

Chief Account

PURCHASE ORDER
City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**

Address : **Muntinlupa City**

P.O. No. : **32785**

Date : **November 15, 2024**

Mode of Procurement : **Bidding**

Gentlemen :
Please be furnish this office the following articles subject to the terms and condition contain herein:

Place of delivery : _____

Date of delivery : _____

Delivery Term : _____

Payment Term : _____

Item No.	Quantity	Unit	Description	Unit Cost	Amount
106	10	bottles	Ink, Epson 003, Bottle, Black	371.50	3,715.00
107	8	bottles	Ink, Epson 003, Bottle, Cyan	393.50	3,148.00
108	8	bottles	Ink, Epson 003, Bottle, Magenta	393.50	3,148.00
109	10	bottles	Ink, Epson 003, Bottle, Yellow	393.50	3,935.00
110	8	bottles	Ink, Epson T6641, Bottle, Black	371.50	2,972.00
111	8	bottles	Ink, Epson T6642, Bottle, Cyan	393.50	3,148.00
112	8	bottles	Ink, Epson T6643, Bottle, Magenta	393.50	3,148.00
113	8	bottles	Ink, Epson T6644, Bottle, Yellow	393.50	3,148.00
xxxxxx PAGE 5 xxxxxx---					=====
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF VARIOUS OFFICES.					1,104,823.05

Total Amounts in words: _____

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

CHARKIEL ENTERPRISES

Conforme: _____

Signature over printed name _____

Date **11-25-24**

Very Truly yours, **Mayor ROZZANO RUFINO B. BIAZON**

Authorized Official _____

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160 this portion must be accomplished.)

Approved to be purchase thru Negotiated Purchase per Sangguniang Res. No. : _____

Certified Correct : _____

Secretary of the Sanggunian

Requesting Office/Dept. _____

Authorized Official _____

Funds Available : _____

Amount : _____

R.O. No. : _____

Chief Account _____