

June 11, 2024

MEMORANDUM ORDER

No. 163
Series of 2024

SUBJECT: PURCHASE REQUEST/ORDER FORMAT

In the interest of service and to ensure efficient and prompt processing of Purchase Request/Orders, the following requirements must be met:

Format

- Ensure that all essential specifications of the items are provided. In case the specifications are lengthy, please provide an additional sheet.
- Specify the delivery location for all the classification of the goods to be purchased.
- Specify the delivery terms/period for imported goods with limited to no local inventory, imported chemicals supplies, job orders (maintenance or calibration), specialized equipment and freight.
- For direct contracting, the end-user must ensure the delivery terms are specified in the request for quotation submitted by the suppliers.
- Ensure that the technical specifications for meals are attached to the approved PR.
- The unit cost per item should not be rounded off to avoid discrepancies in the total cost.
- Attach photos of the items without displaying the price or the brand name, as these details will be included in the posting.
- Attach the approved Project Procurement Management Plan (PPMP) and highlight the source of funds for clarity. This ensures transparency and alignment with budgetary provisions.

Effectivity

Updated forms, whether ISO-certified or not, shall be effective from July 1, 2024. This Memorandum supersedes any conflicting guidelines between the existing guidelines and this new Memorandum.

For your guidance and strict compliance.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director

PURCHASE REQUEST
BUREAU OF PLANT INDUSTRY
 (Agency)

Department **Agriculture** PR No.: _____ Date: _____
 Section SAI No.: _____ Date: _____
 ALOBS No.: _____ Date: _____

Quantity	Unit of Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
3	unit	OFFICE EQUIPMENT Supply, Delivery and Installation Airconditioner, Split Type-Inverter, 2HP Self Cleaning Function; Unit Dimension (mm): Indoor:798x240x293mm Unit Dimension (mm): Outdoor: 780x290x550mm		60,000.00	180,000.00
		Place of Delivery: BPI Malate, Manila			b.
		Delivery Period: 15 Calendar Days from the receipt of Purchase Order (P.O)			c.
				TOTAL	180,000.00

Purpose:

	Requested by:	Approved by:
Signature:		
Printed Name:	END-USER	GERALD GLENN F. PANGANIBAN, Ph.D.
Designation:		<i>Director</i>

Philippine Duplicators, Inc.

CCC Bldg. Km. 14, West Service Road
Edison Avenue, Brgy. Merville,
Parañaque City 1700
Tels: 822-26-01 to 08
Fax Nos. 822-0549 / 824-3460 / 822-2263
E-mail: info@phildup.com * Website: www.phildup.com

Concessionaire for
Gestetner

Bureau of Plant and Industry

Dear Ma'am;

We certify that Philippine Duplicators, Inc. is the Authorized Distributor and concessionaire for all **Gestetner** products and services in the Philippines and it is great pleasure that we submit our firm quotation for the following **Gestetner** supplies.

Qty.	Unit	Code	Description	Unit Price	Amount
1	crg	842315	Print Cartridge IM C2500 Black	5,425.00	5,425.00
1	crg	841936	Print Cartridge IM C2500 Yellow	10,675.00	10,675.00
GRAND TOTAL:					P 16,100.00

QUOTATION VALIDITY : One Hundred Twenty (120) days upon receipt.
Delivery Period : Twenty Days (20) days upon receipt of Purchase Order.

We sincerely hope this matter will receive your most favorable consideration and we look forward to your esteemed order in due course.

Very truly yours,



Mark S. Gudasen
Account Executive
0919-253-8056 / 0975-7191061

Quezon City
(02) 722-1133, 722-4259
(02) 721-5315
722-4997 (Telefax)

Batangas City
(043) 723-1341
(043) 300-4001

Legaspi City
(052) 400-4973
(telefax)

La Union
(072) 242-4367/68
(072) 242-4367

Tuguegarao City
(070) 8440412

Cebu City
(032) 231-1363/4/6
(032) 232-2701

Iloilo City
(033) 320-1300 (Telefax)
Davao City
(082) 296-0077 (Telefax)

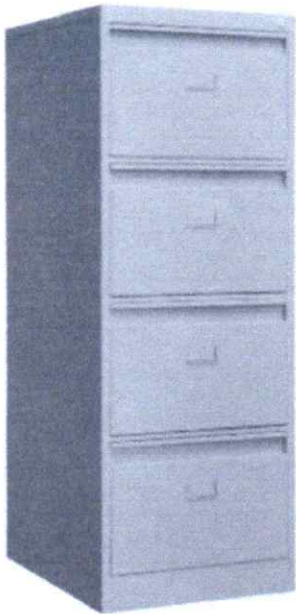
Cagayan de Oro City
(00022) 726-490 (Telefax)
Zamboanga City
(062) 991-8204 (telefax)

Tadoban City
(053) 321-8200 (Telefax)
General Santos City
(083) 552-2445 (telefax)

g.

TX315 700-watt 15-inch Powered Speaker with stand

TX315 700W 15-inch Powered Speaker Features: Lightweight, portable active PA speaker with 15-inch LF driver and 1-inch HF driver 700W of power delivered through a Class D amplifier Bi-amplified design and active crossover EQ combine for incredible professional-quality sound Built-in analog limiter and overload protection circuitry Contour switch boosts low and high frequencies by +3dB Ground switch eliminates unwanted noise with impressive results Trapezoid shape allows for main and wedge operation Combo XLR Mic/Line input and Link Output



Vertical Filing Cabinet 4 Layers

Standard, durable vertical filing cabinets for file folders and documents.

Dimensions: 52"H x 18-1/2"W x 28"D

Finish: Enamel

Steel thickness: 0.6mm (0.7mm)

Features:

- 4 Drawers with lock
- Full extension ball bearing drawer slides
- Built-in cardholders
- Built-in handles
- 1 Steel divider per drawer