For the \_\_\_ Quarter, 20\_\_\_

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| **Project/Request** | **End-user** | **Unit** | **ABC** | **Fund Source** | **Date of CAF** | **Date Forwarded to BAC** | **Date of Pre-Proc** | **Date of BAC Reso for RFQ** | **Canvass** | **Date on Abstract of Bids** | **Date of BAC Reso Declaration** | **Date on Notice of Award** | **Supplier** | **Contract Amount** | **Date of OS** | **Remarks** |
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| Prepared by: |  |  | Noted: |  |  |  |  |
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| Planning and Procurement Dept. Staff |  |  | Head | |  | Director | |