

[Date]

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

***[OFFICE]***

*[Address]*

# REQUEST FOR ORDER OF PAYMENT

**The Chief Accountant & Cashier**

This Office

Sir/Madam:

Please allow ***[Name of Firm]*** to pay the corresponding amount for the issuance of a complete set(s) of Bidding Documents for the following Project(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract ID No.** | **Implementing Office** | **Contract Description** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total Amount** |  |

***[Signature Over Printed Name]*** Procurement Unit Head Procurement Unit

*(To be filled up by the contractor/applicant upon issuance of Official Receipt for the issuance of bidding document by the procurement unit)*

O.R. No. Date:

Bid Documents Received By:

Printed Name

Signature

Email Address

Tel. No.

Fax No.

# Remarks: