

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when recording transactions. This includes details on how to categorize expenses, how to handle receipts, and the frequency of reporting.

3. The third part of the document provides a detailed overview of the financial reporting process. It explains how the recorded data is used to generate various financial statements, such as the balance sheet, income statement, and cash flow statement.

Item	Description	Amount
Office Supplies	Paper, pens, printer ink	\$150.00
Travel Expenses	Hotel, transportation, meals	\$2,500.00
Utilities	Electricity, water, internet	\$300.00
Salaries	Employee wages and benefits	\$10,000.00
Equipment	Computer hardware, furniture	\$5,000.00
Insurance	Health, life, property	\$1,200.00
Marketing	Advertising, promotional materials	\$800.00
Legal Fees	Consulting, contract review	\$600.00
Depreciation	Wear and tear on assets	\$400.00
Interest	On loans and credit cards	\$200.00
Income Tax	Corporate tax payments	\$1,500.00
Retirement	Employee 401(k) contributions	\$1,000.00
Charitable Contributions	Donations to non-profits	\$500.00
Other	Miscellaneous expenses	\$300.00
<b>Total</b>		<b>\$24,700.00</b>

### Financial Statement Summary

The following table summarizes the key financial metrics for the period. It shows a steady increase in revenue, which is being used to fund operational costs and invest in growth opportunities. The profit margin remains consistent, indicating effective cost management.

Overall, the financial performance is strong, and the organization is well-positioned for continued success in the coming year.

Category	Q1	Q2	Q3	Q4	Annual Total
Revenue	\$1,200,000	\$1,300,000	\$1,400,000	\$1,500,000	\$5,400,000
Cost of Goods Sold	\$700,000	\$750,000	\$800,000	\$850,000	\$3,100,000
Gross Profit	\$500,000	\$550,000	\$600,000	\$650,000	\$2,300,000
Operating Expenses	\$300,000	\$320,000	\$340,000	\$360,000	\$1,320,000
Operating Income	\$200,000	\$230,000	\$260,000	\$290,000	\$980,000
Interest Expense	\$50,000	\$55,000	\$60,000	\$65,000	\$230,000
Income Tax Expense	\$100,000	\$110,000	\$120,000	\$130,000	\$460,000
Net Income	\$50,000	\$65,000	\$80,000	\$95,000	\$290,000

The financial statements provide a comprehensive view of the company's financial health. The revenue growth is a positive indicator, while the controlled expenses ensure that the company remains profitable. The net income shows a clear upward trend, reflecting the company's operational efficiency and strategic investments.

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**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID**

**IB NO. CW 2020 – 146**

**Improvement of Multi-Purpose Building at Poblacion, Mansalay, Oriental Mindoro**

1. The **Provincial Government of Oriental Mindoro (PGOM)** through the **20% Development Fund 2020** intends to apply the sum of **Nine Hundred Ninety Nine Thousand Nine Hundred Fifteen Pesos and 47/100 Only (Php 999,915.47)** being the approved Budget for the Contract (ABC) to payment under the contract for **“Improvement of Multi-Purpose Building at Poblacion, Mansalay, Oriental Mindoro”**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PGOM now invites bids for **“Improvement of Multi-Purpose Building at Poblacion, Mansalay, Oriental Mindoro”**. Completion of the Works is **54 calendar days**. Bidders should have completed within five (5) years before the date of submission and receipt of bids, a single completed contract similar to the Project worth at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Item No.	DESCRIPTION	Qty/Unit
B.5	Billboard	2.00 pcs
B.7	Occupational Safety and Health	1.80 months
903(2)	Forms and Falseworks	1.00 L.S
803(1)	Layout & Excavation	1.00 L.S
1014(1)	Prepainted Metal Sheets, Long Span, Corrugated, 0.5mm thk. Including ridge roll, gutter and flashing	90.00 sq.m
1047(1)	Structural Steel, Trusses	5270.27 kg
900(1)	Reinforced Concrete Works	18 50 cu m
1027(1)	Demolition	1.00 L.S
I	Double Handling	1.00 L.S

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act.”

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

**Schedule of BAC Activities**

1. Advertisement/Posting of IB
  - ☞ Bulletin Board of the PGOM : August 11, 2020
  - ☞ PGOM Website – [www.ormindoro.gov.ph](http://www.ormindoro.gov.ph) : August 11, 2020
  - ☞ GEPS Website – [www.philgeps.net](http://www.philgeps.net) : August 11, 2020
2. Issuance of Bidding Documents : August 12, 2020 – August 19, 2020
3. Deadline of Submission of Bids : August 19, 2020 at 8:30 a.m. at BAC Conference Room
4. Opening of Bids in sealed envelope
  - a) Eligibility Requirements & Technical Proposal : August 19, 2020 at 9:00 a.m. at BAC Conference Room
  - b) Financial Proposal : August 19, 2020 at 9:00 a.m. at BAC Conference Room

4. Interested Bidders may obtain further information from Bids and Awards Committee of the PGOM and inspect the Bidding Documents at the address given below from 9:00 A.M. to 4:00 P.M. of Mondays to Fridays.

5. A complete set of Bidding Documents may be purchased by interested bidders from **August 12, 2020 to August 19, 2020** from the address below and upon payment of a non-refundable fee for the bidding documents in the amount of **One Thousand Pesos (Php 1,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Electronic Procurement System (Philgeps) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.