

PURCHASE REQUEST

Appendix 60
 DATE: 6/8/20
 TIME: 8:40
 REC'D. BY: [Signature]

Entity Name: DSWD FO VI

Fund Cluster: _____

Office/Section : SLP PR No.: 2020-06-0890 Date: June 2, 2020
 Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Catering and Lodging with Free Venue			
		ILOILO PROVINCE AND ILOILO CITY, GUIMARAS - BATCH 4			
		GROUP 1			
	PAX	DAY 1 - 2 MEALS(Lunch,Dinner) & 2 SNACKS w/ Lodging	21	1,700.00	35,700.00
	PAX	DAY 2 - 3 MEALS(Bfast,Lunch,Dinner) & 2 SNACKS w/ Lodging	21	2,000.00	42,000.00
	PAX	DAY 3 - 1 MEAL(Breakfast)	21	300.00	6,300.00
		GROUP 2			
	PAX	DAY 1 - 2 MEALS(Lunch,Dinner) & 2 SNACKS w/ Lodging	20	1,700.00	34,000.00
	PAX	DAY 2 - 3 MEALS(Bfast,Lunch,Dinner) & 2 SNACKS w/ Lodging	20	2,000.00	40,000.00
	PAX	DAY 3 - 1 MEAL(Breakfast)	20	300.00	6,000.00
		GROUP 3			
	PAX	DAY 1 - 2 MEALS(Lunch,Dinner) & 2 SNACKS w/ Lodging	20	1,700.00	34,000.00
	PAX	DAY 2 - 3 MEALS(Bfast,Lunch,Dinner) & 2 SNACKS w/ Lodging	20	2,000.00	40,000.00
	PAX	DAY 3 - 1 MEAL(Breakfast)	20	300.00	6,000.00
		with the following inclusions in each Batch:			
		*Provision of meals will start with AM snacks on the first day and ends breakfast on the last day (3 buffet meals and 2 snacks daily)			
		*Free flowing coffee, chocolate drink, hot and cold drinking water			
		*Dining hall and air conditioned function room with working area for the secretariat and with the following amenities:			
		*LCD widescreen with projector, PA system with atleast 2 microphones, audio jack and extension cords per function rooms, movable tables and chairs and 1 secretariat table, Flip board/white board with white board pen			
		*Airconditioned bedrooms with two single bed each room to observe physical distancing with hot & cold shower and with complete toiletries			
		Others:			
		- Internet ready WIFI access in the function room & bedroom			
		- Welcome tarpaulin or backdrop.			
		- Physical Distancing should be observe on the arrangements of tables and chairs			
		- Free Alcohol and/or Sanitizer at the entrance and exit of the venue			
				244,000.00	

FINANCE MANAGER'S SIGNATURE
FUNDS AVAILABLE
 BUDGET SECTION:
 DATE: 6/8/20
 REF: 315100000200
 (SLP) 2019-VI-F2
 afd. 6/14/19
 FO Conty.
 5020200-00

[Signature]
ADA VERONICA C. GRECIA
 PDO III

Purpose: Catering and Accomodation for the Conduct of Training on Basic Documentation for LGU Focals on August 2020, within Iloilo City

Requested by: _____ Approved by: _____
 Signature: _____
 Printed Name: **ASUNCION M. SANTIAGO**
 Designation: OIC/DC, Promotive Services

MA. EVELYN B. MACAPOBRE, CESO III
 REGIONAL DIRECTOR

FIELD OFFICE VI
 BIDS & AWARDS COMMITTEE
 2020-06-0319
 DATE RCVD _____ TIME _____
 RECEIVED BY: _____