

PURCHASE REQUEST

Entity Name: DSWD Fund Cluster: 7/10/2020

Office/Section: KALAHI PR No.: 2020-07-1302 Date: _____
 Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Catering Services for 1 day Day 1 : 1 meal and 2 snacks Lunch , AM & PM Snacks	35	350.00	12,250.00
<p>Inclusions: With free flowing coffee/tea/chocolate drink, hot and cold drinking water, and pica-pica candies With one air-conditioned function room w/ the following amenities: (1) Welcome streamer and backdrop (2) LCD Projector w/ widescreen, PA system w/ 3 microphones, audio jack & extension cords (3) round movable tables and chairs (4) Space for registration w/ tables and chairs (5) Free hi-speed wi-fi access (6) Stand by waiters/s and sound technician to attend to audio-visual equipment & food concerns</p>					
<p>***no usage of plastic and disposable serving items e.g. coffee stirrer, coffee cups, styrofoam box, spoon and fork, etc.***</p>					
<p>**** Nothing Follows ****</p>					
				TOTAL	12,250.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: mit
 DATE: 8/4/2020
 REF: 310100200001000 (CI-NCRRP) Current
02-2020-VI-21 (600) dtd 03-06-2020
50202010-00 (Comp.)

DSWD FIELD OFFICE
 BIDS & AWARDS COMMITTEE
 2020-08-0682
 DATE: _____
 RECD BY: 8

Amf
ADA VERONICA G. GREGIA
 POU III

Purpose: KC NCDDP Catering Services for the conduct of 2nd Municipal Fiduciary Review within the municipality of Balete, Aklan on October 13, 2020

<p>Requested by:</p> <p>Signature: _____ Printed Name: <u>ASUNCION M. SANTIAGO</u> Designation: <u>OIC Chief - Promotive Division</u></p>	<p>Approved by:</p> <p style="text-align: center;"><i>Ma. Evelyn B. Macapobre</i></p> <p style="text-align: center;">MA. EVELYN B. MACAPOBRE, CESO III Regional Director</p>
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