

PURCHASE REQUEST

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

Office/Section: KALAHI PR No.: 2020-07-1314 Date: _____
 Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Catering Services for 2 days Day 1 : 1 meal and 2 snacks Lunch , AM & PM Snacks	55	350.00	19,250.00
	pax	Day 2 : 1 meal and 2 snacks Lunch , AM & PM Snacks	55	350.00	19,250.00
		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 ***** Nothing Follows *****			
				TOTAL	38,500.00

no usage of plastic and disposable serving items e.g. coffee stirrer, coffee cups, styrofoam box, spoon and fork, etc.

FINANCE DIVISION
 DATE: 8/4/2020
 REF: 310100200001000 (KC-KKP) F.O. Cont
 02-2019-VI-03 (600) dt 12/05/2019
 SD202010-00 Comp-1

DSWD FIELD OFFICE VI
 BIDS & AWARDS COMMITTEE
 2020-08-0666
 REVD BY: [Signature]
 ADA VERONICA C. GREGIA
 PDO III

Purpose:
 KC KKP Catering Services for the conduct of Municipal Accountability Reporting cum Sustainability Planning Workshop of Pandan, Antique on November 12-13, 2020.

<p>Requested by:</p> <p>Signature: <u>[Signature]</u> Printed Name: <u>ASUNCION M. SANTIAGO</u> Designation: <u>OIC Chief - Promotive Division</u></p>	<p>Approved by:</p> <p>Signature: <u>[Signature]</u> Printed Name: <u>MA. EVELYN B. MACAPOBRE, CESO III</u> Designation: <u>Regional Director</u></p>
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process is one way of practicing the principles of transparency and accountability the program valued the most.

The Sustainability Planning Workshop on the other hand defines as the capacity of a community to respond to development challenges in ways that will provide continuing benefit to its members. Focus on the ability of the community to creatively respond to poverty conditions, both existing and emerging.