

1552  
 BAC  
 DATE: 09/02/20  
 TIME: 4:30  
 REC'D. BY: J  
 Appendix 60

# PURCHASE REQUEST

Entity Name: \_\_\_\_\_ Fund Cluster: \_\_\_\_\_

Office/Section: \_\_\_\_\_ PR No.: **PR # 2020-08-1552** *8/24* Date: **August 18, 2020**  
 Responsibility Center Code: \_\_\_\_\_

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	PAX	<p><b>1 buffet lunch with 2 snacks</b>            *Snacks with free flowing coffee, tea, chocolate drink, hot and cold drinking water</p> <p><b>Function Room:</b>            One plenary well ventelated air-condition function room to accommodate particioants twice the number of the total target participants including training team.</p> <ul style="list-style-type: none"> <li>- high-speed internet connectivity</li> <li>-Welcome streamer and backdrop</li> <li>- 1 LCD projector with wide screen</li> <li>-PA system with 2 Wireless microphones</li> <li>-Audio jack and extension cords</li> <li>-Movable tables and chairs</li> <li>-Flip board and white board available open</li> <li>-Meeting Room for the Training Management Space with table and chairs</li> </ul> <p style="text-align: center;"><i>REPRESENTATION</i></p>	<i>20</i>	<i>500.00</i>	<i>10,000.00</i>

**DOWD FIELD OFFICE VI**  
 BIDS & AWARDS COMMITTEE  
 IP# 6 F  
 BAC RES  
 ICATE RCVD  
 RCVD BY: \_\_\_\_\_ TIME: \_\_\_\_\_  
*2020-09-0773*

*[Signature]*  
**ADA VERONICA C. GRECIA**  
 PDO III

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**Purpose:** For the Conduct of National Disability Prevention and Rehabilitation Week (NPPR) re: Meeting with Focal Person and Updates on PWD Laws on September 16, 2020.

<p><b>Requested by:</b></p> <p style="text-align: center;"><i>[Signature]</i>  <b>SUSAN F. MOGATO</b>          SWO IV- OIC PSD Chief</p>	<p><b>Approved by:</b></p> <p style="text-align: center;"><i>[Signature]</i> 9/22/20  <b>MA. EVELYN B. MACAPOBRE, CESO III</b>          Regional Director</p>
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