

PURCHASE REQUEST

REC'D BY:

Entity Name: DSWD FO VI Fund Cluster: _____

Office/Section: <u>SLP</u>	PR No.: <u>2020-09-1731</u>	Date: <u>September 25, 2020</u>			
Responsibility Center Code: _____		<u>9/25/2020</u>			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Catering and Lodging with Free Venue			
		BATCH 1 (RPMO) October 15-16, 2020			
	PAX	DAY 1 - 2 MEALS(Lunch,Dinner) & 2 SNACKS w/ Lodging	22	1,700.00	37,400.00
	PAX	DAY 2 - 2 MEALS(Breakfast), 2 Snacks & lunch	22	800.00	17,600.00
		BATCH 2 (Iloilo City/Guimaras) October 19-20, 2020			
	PAX	DAY 1 - 2 MEALS(Lunch,Dinner) & 2 SNACKS w/ Lodging	9	1,700.00	15,300.00
	PAX	DAY 2 - 2 MEALS(Breakfast), 2 Snacks & lunch	9	800.00	7,200.00
		BATCH 3 (Iloilo Province Cluster 1) October 19-20, 2020			
	PAX	DAY 1 - 2 MEALS(Lunch,Dinner) & 2 SNACKS w/ Lodging	26	1,700.00	44,200.00
	PAX	DAY 2 - 2 MEALS(Breakfast), 2 Snacks & lunch	26	800.00	20,800.00
		BATCH 4 (Iloilo Province Cluster 2) October 21-22, 2020			
	PAX	DAY 1 - 2 MEALS(Lunch,Dinner) & 2 SNACKS w/ Lodging	26	1,700.00	44,200.00
	PAX	DAY 2 - 2 MEALS(Breakfast), 2 Snacks & lunch	26	800.00	20,800.00
<p>with the following inclusions in each Batch:</p> <ul style="list-style-type: none"> *Provision of meals will start with AM snacks on the first day and ends pm on the last day (3 plated/packed 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: <ul style="list-style-type: none"> -LCD widescreen with projector, PA system with atleast 4 microphones, audio jack and extension cords each 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 - Fast internet access that can cater 20 live audience for online workshops/activities - Welcome tarpaulin or backdrop. - Physical Distancing should be observe on the arrangements of tables and chairs and each function room must be able to accommodate 40 or more persons - Provision of footbath, handwashing area, isolation area and thermal scanner - Free Alcohol and/or Sanitizer in each table and at the entrance and exit of the venue - PWD Friendly, With Parking Space 					207,500.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: _____
 2020-10-01-31/20
 50202010-01
 current

DSWD FIELD OFFICE VI
 FOR AWARDS DIVISION
 2020-10-0854
 RECEIVED
 DIVISION

ADA VERONICA C. GREGIO
 PDD III

Purpose: *Catering and Accomodation for the Conduct of Orientation on the Livelihood Assistance Grant (LAG) Monitoring Forms, Guidelines and Information System on October 15-16 2020, October 19-20, 2020 and October 21-22, 2020 within Iloilo City*

<p>Requested by:</p> <p>Signature: _____ Name: ASUNCION M. SANTIAGO Position: OIC/DC, Promotive Services</p>	<p>Approved by:</p> <p>Signature: _____ Name: MA. EVELYN B. MACAPOBRE, CESO III Position: REGIONAL DIRECTOR FOR THE REGIONAL DIRECTOR</p>
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EVANGELINE B. FELECIO
 ARDA