PURCHASE REQUEST

TIME: REC'D. BY:

Entity Name: DSWD FO VI

Fund Cluster: I

Office/Section : SLP

PR No.: 2020-09-1740

Responsibility Center Code:

Date: October 2, 2020

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Catering with Free Venue			
		ILOILO CITY/GUIMARAS - OCTOBER 29-30, 2020			
	PAX	**DAY 1** - 1 MEAL(Lunch) & 2 SNACKS	12	500.00	6,000.00
	PAX	**DAY 2** - 1 MEAL(Lunch) & 2 SNACKS	12	500.00	6,000.00
					12,000.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
BUDGET SECTION:
DATE: 10/05/2020
UPE: 3.01.02.10000.2000 (MP) 2020-11-9
atd. 3/3/2020 50299030-00

DSWD FIELD OFFICE VI
BIDS & AWARDS COMMITTEE
2020-10-0875
DATE RCVD.
RCVD BY:

ADA VERONICA C. GRECIA
PDO III

with the following inclusions in each Batch:

*Provision of meals will start with AM snacks on the first day and ends pm on the last day (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:
-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

- 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

Purpose:

Catering for the Conduct of Provincial PDO Meeting on October 29-30, 2020, within Iloilo Province.

Requested by:

Signature :
Printed Name : ASUNCION M. SANTIAGO 10/2/20
Designation : OIC/DC, Promotive Services

Approved by:

FOR THE REGIONAL DIRECTOR
MA. EVELYN B. MACAPOBRE, CESO III
REGIONAL DIRECTOR
EVANGELINE B. FELECIO
OIC-RD

																					Oct	
																					Nov	
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