

DATE: 10/29/20
 TIME: 10:40
 REC'D BY: [Signature]

PURCHASE REQUEST

Entity Name: _____

Fund Cluster: _____

Office/Section: DSWD KALAHI		PR No.: 2020-09-1765	Date: 09/29/2020		
		Responsibility Center Code: _____			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Catering Services for 2 days CLUSTER 1: OCTOBER 29-30, 2020 Day 1 : 1 meal and 2 snacks Lunch , AM & PM Snacks	32	350.00	11,200.00
	pax	Day 2 : 1 meal and 2 snacks Lunch , AM & PM Snacks	32	350.00	11,200.00
	pax	CLUSTER 2: OCTOBER 29-30, 2020 Day 1 : 1 meal and 2 snacks Lunch , AM & PM Snacks	32	350.00	11,200.00
	pax	Day 2 : 1 meal and 2 snacks Lunch , AM & PM Snacks	32	350.00	11,200.00
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 ***** Nothing Follows *****			(5) Free hi-speed wi-fi access (6) Stand by waiters/s and sound technician to attend to audio-visual equipment & food concerns ***no usage of plastic and disposable serving items e.g. coffee stirrer, coffee cups, styrofoam box, spoon and fork, etc. ***		
				TOTAL	44,800.00

Purpose:
 KC NCDDP Catering Services for the conduct of Volunteers Resource Development (VRD) Training within the Municipality of Libertad, Antique on October 29-30, 2020.

Requested by: ASUNCION M. SANTIAGO
 OIC Chief - Promotive Division
 Date: 9/29/20

Approved by: MA. EVELYN B. MACAPOBRE, CESO III
 Regional Director

FOR THE REGIONAL DIRECTOR
 EVANGELINE B. FELECU
 ARDA