PURCHASE REQUEST

Entity Name: DSWD FO VI

Fund Cluster: _____

Office/Section: SLP

PR No.: 2020-10-1836

Date: October 13, 2020

Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	PAX PAX	**Catering and Lodging with Free Venue** December 15-16, 2020 DAY 1 - 3 MEALS(Breakfast, Lunch, Dinner) & 2 SNACKS w/ lodging DAY 2 - 1 MEAL(Lunch) & 2 SNACKS	35 35	2,000.00 500.00	70,000.00 17,500.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
BUDGET SECTION: _____
DATE: 11/06/2020 SLP/2020-11-9
REF: 310100100002000
dtd. 3/3/2020
SO 202010-00

DSWD FIELD OFFICE VI
BIDS & AWARDS COMMITTEE
BAC 2020-11-0965
BAC PR =
DATE RCVD _____ TIME _____
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 Snacks 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

  -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 70 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

| | | | | | 87,500.00 |

Purpose: *Catering and lodging for the Conduct of SLP Year-End Conference cum Team Building Session on December 15-16, 2020, within Iloilo City*

Requested by:	Approved by:
	1106 2020
Signature:	
Printed Name: ASUNCION M. SANTIAGO	**MA. EVELYN B. MACAPOBRE, CESO III**
Designation: OIC/DC, Promotive Services	REGIONAL DIRECTOR

The activity will be facilitated by SLP Regional Prog...
be the overall training manager. The methods to be used will include lectures, multimedia presentations and workshops. The training team will have a feedback session to ensure the proper administration of appropriate learning method for the participants. The activity will be evaluated by the participants once the session is conducted.