Appendix 60

DATE: 11/3/2020
TIME: 3:10
REC'D. BY: +

PURCHASE REQUEST

Entity Name: DSWD FO VI **Fund Cluster:**

Office/Section: HRMDD	PR No.: 2020-10-1947 Responsibility Center Code:	Date: October 27, 2020

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		November 17, 2020			
	Pax	* 1 meal and 2 snacks without lodging	17	500.00	8,500.00
	Pax	***November 18, 2020***			
		* 1 meal and 2 snacks without lodging	17	500.00	8,500.00
	Pax	***November 19, 2020***			
		* 1 meal and 2 snacks without lodging	17	500.00	8,500.00
		Accomodation: Air-conditioned bedrooms with: - Triple room sharing - Complete toiletries - Hot and cold shower - Complementary room for Secretariat **Function Room:** One air-conditioned function room with the following amenities: - Welcome streamer and backdrop -LCD projector with wide screen -PA system with 3 microphones - Audio jack and extension cords - Movable tables and chairs - Flip board and white board - Space for the Secretariat with table and chairs -povision of temperature scanner, alcohol, and regular sanitization -arrangement of table must be compliant to the social distancing **Others:** - Internet ready WIFI access - Basic first aid and medicine kit for diarrhea, allergy, hypertension, headache, cold and hyperacidity - Free flowing coffee, tea and hot chocolate			
				TOTAL	**25,500.00**

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
BUDGET SECTION:
DATE: 11/03/2020
REF: 3501001000001000 TARA-DMF
RA 11465 GAA CY 2020
50299030-00

DSWD FIELD OFFICE VI
BIDS & AWARDS COMMITTEE
2020-11-0935
+

ADA VERONICA C. GRECIA
PDO III

Purpose:

For the Crafting of CY 2021 Office Performance Contract for Assistant Regional Directors and Division Performance Contract for Division Chiefs

	Requested by:	Approved by:
Signature:		11 03 2020
Printed Name:	FREDYLIN P. SACLOTE	MA. EVELYN B. MACAPOBRE, CESO III
Designation:	SAO/ OIC-DC, HRMDD	Regional Director