

PURCHASE REQUEST

Entity Name: DSWD FO VI

Fund Cluster: _____

Office/Section: <u>SLP</u>		PR No.: <u>2020-11-1909</u>	Date: <u>November 19, 2020</u>		
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	PAX	Catering with Free Venue June 11, 2021 1 MEAL(Lunch) & 1 SNACKS	28	400.00	11,200.00
		<p>with the following inclusions:</p> <ul style="list-style-type: none"> *Provision of meals will start with Lunch and ends PM Snacks(packed meals) *Free flowing coffee, 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 wide screen 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 - Physical Distancing should be observe on the arrangements of tables and chairs - Availability 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 - Stand by waiters/s and technical to attend to food and sound concerns <p>Additional:</p> <ul style="list-style-type: none"> * Minimal changes on the schedule may be made due to unforeseen and valid reasons. Proper coordination will be made before the final schedule 			
		<p>11,200.00</p>			

DSWD FIELD OFFICE VI
BIDS & AWARDS
 2020-11-1067
 DATE RCVD _____
 RCVD BY: _____

ADA VERONICA C. GRECIA
 PDO III


PROCUREMENT
SHORT OF AWARD
 11/24/2020

Purpose: *Catering with free venue for the Conduct of Field Implementers' Evaluation cum Performance Review Workshop on June 11, 2021, within Iloilo City*

Requested by:

Signature: _____
Printed Name: ASUNCION M. SANTIAGO
Designation: OIC/DC, Promotive Services

Approved by:


MA. EVELYN B. MACAPOBRE, CESO III
 REGIONAL DIRECTOR

2. To assess and evaluate the individual performance of implementation;
3. To plan strategies as to the 100% completion of the provision of LSG implementation in the region.