

PURCHASE REQUEST

DATE: 11/12/2020
 TIME: 11:30
 REC'D BY:

Entity Name: DSWD FO VI

Fund Cluster: _____

Office/Section: <u>RICTMS</u>		PR No.: <u>2020-11-2044</u>	Date: <u>Nov. 10, 2020</u>			
		Responsibility Center Code: _____				
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	PAX	<p>Board and lodging for two (2) full days (Dec. 3-5, 2020) with the following inclusion: *provision of meals will start with lunch on the first day and ends with AM snacks on the last day (3 buffet meals and 2 snacks) * free flowing coffee, chocolate drink, hot & 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 2 microphones, audio jack and extension cords -movable tables & chairs and 1 secretariat table of flip board/white board with board pen Accomodation: - Airconditioned bedrooms with: -triple/quadruple room sharing with hot and cold shower and complete toiletries Others: -high speed internet ready WIFI access in the function room & bedroom -welcome tarpaulin or backdrop - conducive working space</p> <p>Health and Safety Requirements: The following are the health safety protocols to be implemented throughout the duration of the activity; Temperature Scanner upon entry; Proper Handwashing facility/ Alcohol dispersal upon entry to venue premises; Foot bath; Table and Chairs will be arranged to religiously observe physical distance; For live-in activity room occupancy is limited to two/three participants preferably coming from the same locality, per room Observing the 1-2 meter distance between beds. (Strictly one person one bed Policy)</p> <p><i>Note: No usage of plastic and disposable serving items e.g. coffee stirrer, coffee cups, Styrofoam box, spoon and fork, etc.; Internet bandwidth: >= 10 Mbps (download/upload) w/ dedicated internet connectivity (leased line); with backup and redundancy</i></p> <p>*** NOTHING FOLLOWS ***</p>	25	2,000.00	100,000.00	
			<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> FINANCE MANAGEMENT DIVISION FUND AVAILABLE BUDGET SECTION DATE: 11/10/2020 REF: 2020001000015000 (ICTMS) 02-2020 VI-09 ddt 2-20-2020 5720 2010-00 </div>			
			<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> DSWD FIELD OFFICE VI BIDS AWARDS COMMITTEE 2020-11-09/20 C. GREGIA TOTAL </div>		100,000.00	

Purpose:

Use for the conduct of ICT Skills enhancement training chargeable against ICTMS fund

Requested by:

Approved by:

Signature:

Printed Name: RYAN A. DE LA GENTE

Designation: CAO/OIC Chief - PPD

MA. EVELYN B. MACAPOBRE, CESO III

Regional Director