

PURCHASE REQUEST

BAC
 DATE: 11/18/2020
 TIME:
 REC'D. BY:

Entity Name: _____

Fund Cluster: _____

Office/Section: DSWD FO VI
PDPS
 PR No.: 2020-11-2047
 Date: NOVEMBER 9, 2020
 Responsibility Center Code: _____

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	November 21-29, 2020 November 21-28, 2020 (participants) - three meals & two snacks with lodging (to start by AM <u>snacks</u> on November 24th and end by breakfast <u>on</u> November 28th)	<u>40</u>	2,000.00	320,000.00
	pax	November 23-29 & 28-29 (secretariat) - three meals & two snacks with lodging (to start by AM <u>snacks</u> ; on November 23rd and end by breakfast <u>on</u> November 23th) (to start by AM <u>snacks</u> on November 28th and end by breakfast <u>on</u> November 28th) Accommodation: * 3 to 5 star hotel accommodation * Air-conditioned function room that can support physical distancing for participants; * Clean; interior structures free from dents; & bedrooms free of insects & rodents * PA system with four microphones; audio jack and <u>four</u> extension cords; movable tables and chairs; <u>flip board</u> and <u>whiteboard</u> ; LCD with widescreen projector; space for secretariat with table and chairs * Air-conditioned bedrooms with: two to three individual beds with one meter distance from each other; with hot and cold shower; with complete toiletries & complimentary accessories (flip-flops, laundry bag, drinking water, etc.) Others: * Internet-ready WiFi access; * Free-flowing coffee, tea and hot chocolate * Basic first aid and medicine kit for diarrhea, allergy, hypertension, headache, colds and hyperacidity * PWD-friendly access with ramp & elevator; Ample parking space ***NOTHING FOLLOWS***	8	2,000.00	32,000.00
				TOTAL	352,000.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION:
 DATE: 11/18/2020
 RA 1145 CMA 4720 P14
 50202010 - 50
 DSWD FIELD OFFICE VI
 BIDS & AWARDS COMMITTEE
 2020-11-1019
 DATE PROC
 PROC BY:
 ADA VERONICA C. GRECIA
 PBO III

FOR THE CONDUCT OF TARA REGIONAL MONITORING TEAM (RMT) WORKSHOP RE: CATCH-UP PLAN OF 4TH QUARTER TARGETS & LDI ON QUALITY MANAGEMENT - EODB - ISO 9001:2015 FOR FRONTLINE SERVICES IMPLEMENTATION OF DSWD & LSWDOs AT ILOILO CITY.

Requested by: _____
 Signature: [Signature]
 Printed Name: **RYAN A. DE LA GENTE**
 Designation: **CAO / OIC-Chief, PPD**

Approved by: _____
 Signature: [Signature] 11/18/2020
 Printed Name: **MA. EVELYN B. MACAPOBRE, CESO III**
 Designation: **Regional Director**