

12/11/2020

BAC
 DATE: 12/11/2020
 TIME: 4:10
 REC'D. BY: [Signature]

#88

PURCHASE REQUEST

Entity Name: DSWD

Fund Cluster: _____

Office/Section: DRMD PR No.: 2020-11-2071 Date: 11/27/2020
 Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost										
	copies	PRINTING OF MANUAL FOR THE OPERATIONAL GUIDELINES OF REGIONAL DISASTER RESPONSE PLAN (RDRP) FOR HYDRO-METEOROLOGICAL HAZARDS Specifications: *Paper type of cover : Glossy *Paper type for inside pages : Book paper 80 *Binding: Soft bound *Color: Full color (Cover) and (Inside Pages: 40) *Size: 215.9 x 279.4 mm (letter size) *Quantity: One hundred (100) copies *Number of pages: 100 (back-to-back inside pages) excluding covers *Delivery Site: DSWD Field Office VI Terms and Conditions: <table border="1"> <tr> <th>Activities</th> <th>Date</th> </tr> <tr> <td>Initial Layout</td> <td>February 1- 20, 2021</td> </tr> <tr> <td>First Billing (50% of fund or P 50,000.00) (Note: Provided initial layout is complete)</td> <td>February 21, 2021</td> </tr> <tr> <td>Layouting, Editing, Press Work and Printing</td> <td>February 26- March 20, 2021</td> </tr> <tr> <td>Delivery of RDRP Manual and Final Billing</td> <td>March 21, 2021</td> </tr> </table> Note: Contract Price (All package includes Layouting, Editing and Printing)	Activities	Date	Initial Layout	February 1- 20, 2021	First Billing (50% of fund or P 50,000.00) (Note: Provided initial layout is complete)	February 21, 2021	Layouting, Editing, Press Work and Printing	February 26- March 20, 2021	Delivery of RDRP Manual and Final Billing	March 21, 2021	100	1,000.00	100,000.00
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Delivery of RDRP Manual and Final Billing	March 21, 2021														
TOTAL					100,000.00										

DSWD FIELD OFFICE VI
 BIDS & AWARDS COMMITTEE
 2020-12-1135
 DATE RCVD _____ TIME _____
 RCVD BY: _____

ADA VERONICA C. GRECIA
 PDO III

PROCUREMENT SHORT OF AWARD

Purpose: For Printing of Manual for the Operational Guidelines of Regional Disaster Response Plan (RDRP) for Hydro-Meteorological Hazards for CY 2021

Requested by: [Signature]
Signature: LUNA S. MOSOSO
Printed Name: SWO V/DRMD CHIEF
Designation: _____

Approved by: [Signature]
Signature: MA. EVELYN B. MACAPOBRE, CESO III
Designation: Regional Director