

# PURCHASE REQUEST

BAG  
DATE: 11/10/20  
TIME: \_\_\_\_\_  
REC'D BY: \_\_\_\_\_

Entity Name: \_\_\_\_\_


Fund Cluster: NHTU-Listahanan


Office/Section: <u>PPD</u> <u>NHTU-Listahanan</u>		PR No.: <u>2020-11-2150</u>	Date: <u>November 9, 2020</u>		
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Pax	1st Quarter Meeting (Feb. 19, 2021)	25	500	12,500.00
2	Pax	2nd Quarter Meeting (May 21, 2021)	25	500	12,500.00
3	Pax	3rd Quarter Meeting (Aug. 20, 2021)	26	500	13,000.00
4	Pax	4th Quarter Meeting (Nov. 19, 2021)	26	500	13,000.00
		<b>Meals &amp; Snacks:</b> · 1 meal with 2 snacks w/ free flowing coffee, tea, chocolate drink, hot & cold purified water the following Amenities: * LCD Projector & Widescreen per rooms * PA System with 3 microphones per rooms audio jack & extension cords, movables tables and chairs, Secretariat Table, Flip Board or White Board			-
		<b>Others:</b> Free WIFI ready function room, · Basic first aid and medicine kit for diarrhea, allergy, hypertension, headache, cold & hyperacidity · Welcome streamer & backdrop, *****nothing follows*****			-
<b>PROCUREMENT SHORT OF AWARD</b> 11/12 M PPM/P					<b>51,000.00</b>

DSWD FIELD OFFICE  
BIDS & AWARDS COMMITTEE  
2020-11-10  
DATE RCVD: \_\_\_\_\_ TIME: \_\_\_\_\_  
RCVD BY: \_\_\_\_\_

ADAVERONICA G. GREGIA  
PDO III

**Purpose:** NHTS & PPD Staff Quarterly Meeting 2021

**Requested by:**  
  
Signature:   
Printed Name: RYAN A. DE LA GENTE  
Designation: OIC-PPD Chief

**Approved by:**  
  
 11/16/2020  
MA. EVELYN B. MACAPOBRE  
Regional Director