

Appendix 60  
DATE: 12/16/2020  
TIME: 11:30  
REC'D BY: [Signature]

# PURCHASE REQUEST

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

Fund Cluster: \_\_\_\_\_

Office/Section: ORD/SMS-SOCIAL PENSION	PR No.: <u>20-12-2417</u>	Date: <u>10-Dec-20</u>
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Board and Lodging for 4 full days @ 4 Batches (Iloilo City) with the following inclusions:  DAY 1. *3 Buffet meals with 2 snacks daily to end with breakfast on last day *Snacks with free flowing coffee, tea, chocolate drinks, hot and cold drinking water DAY 2 • 1 buffet breakfast e • Snacks with free flowing coffee, tea, chocolate drinks, hot and cold water Function Room: One air-conditioned function room that can support physical distancing for participants with free flowing coffee and chocolate drink, hot and cold mineral water. -LCD projector with wide screen -PA system with 3 wireless microphones -Backdrop -Audio Jack and extension cords -Movable tables and chairs -Flip board and white board -Space for the Secretariat with table and chairs -Stand by waiters/s and technician to attend to audio-visual equipment & food concerns Others: * PWD -friendly access with ramp & elevator, Spacious parking Area * Disposable Slippers and Toothbrush * Single use of Plastics * Triple room sharing Note: No Plastic Utensils/Straw/Stirrer x-x-x NOTHING FOLLOWS x-x-x	BATCH 1 20 BATCH 2 20 BATCH 3 20 BATCH 4 20	2,000 2,000 2,000 2,000	80,000 80,000 80,000 80,000
<b>GRAND TOTAL</b>					320,000

**FINANCE MANAGEMENT DIVISION**  
**FUNDS AVAILABLE**  
BUDGET SECTION: \_\_\_\_\_  
DATE: 12/14/2020  
REF: 320103107001000 SPP DRC OU

**DSWD**  
BIDS  
2020-12-1140  
DATE PROC. \_\_\_\_\_  
REMO BY: \_\_\_\_\_

**ADA** **GRACIA**

**Purpose:** Social Pension and other DSWD Programs and Services' Advocacy Materials production workshop for media and government communicators in Iloilo City on December 23-31, 2020

<b>Requested by:</b>	<b>Approved by:</b>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Printed Name: <b>HAYDEE C. CANILLA</b>	MA. EVELYN B. MACAPOBRE, CESO III
Designation: <b>SWO IV-OIC Division Chief</b>	Regional Director