

PURCHASE REQUEST

DSWD FO VI

Entity Name: _____

Fund Cluster: _____

Office/Section: <u>CBS</u>	PR No.: <u>2021-01-0005</u>	Date: <u>January 7, 2020</u>
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	Board and Lodging for 2 full days with the following inclusions: Meals & Snacks: -3 meals and 2 snacks per day with lodging -Snacks with free flowing coffee, tea, chocolate drink, hot and cold drinking water Accommodation: Air-conditioned bedrooms with: -Twin sharing, complete toiletries, hot and cold shower, complementary room for Secretariat Function Room: One air-conditioned function room that can support the physical distancing for participants and with the following amenities: -Welcome streamer and backdrop -LCD projector with wide screen -PA system with 3 microphones -Audio jack and extension cords -Movable tables and chairs -Flip board and white board -Space for the Secretariat with table and chairs -Stand by waiter/s and technician to attend to audio-visual equipment and food concerns Others: -Internet ready WIFI access -Basic first aid and medicine kit for diarrhea, allergy, hypertension, headache, cold and hyperacidity -PWD-friendly access with ramp and elevator, spacious parking area -Disposable slippers and toothbrush -Health and safety standard including temperature scanning upon entry, hand washing facility, alcohol disinfectant and foot bath	12	2,000.00	48,000.00
				TOTAL:	48,000.00

DSWD FIELD OFFICE VI
 2021-01-0002
 RECEIVED BY: _____

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: 1/8/2021
 REF: 3,201,000,000 (000) SPP DRF
 RA 11465 GAA of 2020
 0202010

X-X-X NOTHING FOLLOWS X-X-X

Purpose:
 For use during the conduct of RPMO Consultation cum Capacitation on TOR on Training Design on January 11-13, 2021 in Iloilo City.

Requested by:	Approved by:
Signature: _____	<i>Anam</i>
Printed Name: ROBERT PAUL JOSEPH B. ECLAR	MA. EVELYN B. MACAPOBRE
Designation: Training Specialist II/ CBS Head	Regional Director