
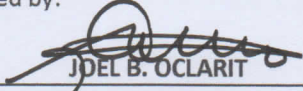


PURCHASE REQUEST

Page 1 of 2

Entity Name: **PHILIPPINE COCONUT AUTHORITY REGION XIII**

Fund Cluster: _____

Office/Section : RO - ADMIN. UNIT		Purchase Request No.: <u>2022-11-0141</u> Responsibility Center Code: 13-104		Date: <u>11/07/2022</u>	
STOCK / PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
	Lot	Lease of venue with accommodation and meals for Year-end Assessment, Planning and Retooling on December 6-7, 2022 within Butuan City.	1	230,010.00	230,010.00
		December 6, 2022			-
	pax	Breakfast	55		-
	pax	AM Snacks	84		-
	pax	Lunch	84		-
	pax	PM Snacks	84		-
	pax	Dinner	85		-
	pax	Room Accomodation	47		-
		December 7, 2022			-
	pax	Breakfast	47		-
	pax	AM Snacks	84		-
	pax	Lunch	84		-
	pax	PM Snacks	84		-
		See details in Page 2			-
TOTAL					230,010.00
Purpose: Food and Hotel Accomodation during Year end Assessment, Planning and Retooling on December 6-7, 2022 within Butuan City.					
Requested by: Signature :  Printed Name : <u>DORIS A. ARTES</u> Designation : Head, Requesting Office/Unit			Approved by:  <u>JOEL B. OCLARIT</u> Regional Manager III		

DETAILED PURCHASE REQUEST

Page 2 of 2

STOCK / PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<p>Accommodation & Venue: must be within Butuan City</p> <p>Function Room Requirements:</p> <p>Day 1: Available One (1) Function Room from 7:30 a.m. to 12 midnight on December 06, 2022</p> <p>Day 2: Available One (1) Function Room from 8:00 a.m. to 5:00 p.m. on December 07, 2022</p> <p>i. Classroom setup for 50-85 participants</p> <p>ii. Room must not have pillars. If any, pillars must not obstruct participants' view of stage and projector screen/s</p> <p>iii. Amenities included without additional charges:</p> <ul style="list-style-type: none"> > Secretariat's table > at least 3 units of microphone (preferably wireless) > Steady Wi-Fi connection in the function room > Waived electricity charges for use of laptops > Hand sanitizers at the door of the function room <p>Room Arrangement:</p> <p>i. twin-sharing rooms, inclusive of complimentary breakfast for the training participants on December 6-7, 2022 (2 days/1 night)</p> <p>Catering Services:</p> <p>i. Location must be inside the function room or outside but near the function room</p> <p>ii. Meals for Day 1 of the Assessment:</p> <ul style="list-style-type: none"> > One (1) Breakfast for 55 participants > One (1) AM Snack for 84 participants > One (1) Buffet Lunch for 84 participants > One (1) PM Snack for 84 participants > One (1) Buffet Dinner for 85 participants <p>iii. Meals for Day 2 of the Assessment:</p> <ul style="list-style-type: none"> > One (1) Breakfast for 47 participants > One (1) AM Snack for 84 participants > One (1) Buffet Lunch for 84 participants > One (1) PM Snack for 84 participants <p>iv. Buffet Lunch and Dinner must be composed of the ff:</p> <ul style="list-style-type: none"> > Main course consists of: <ul style="list-style-type: none"> At least 1 viand of meat (no pork) At least 1 other Halal viand or 1 variant of fish > Side dish consists of <ul style="list-style-type: none"> Choice of soup, salad, vegetables or noodles > Unlimited Rice > Dessert <p>v. Drinks composed of the following:</p> <ul style="list-style-type: none"> > At least 1 round of beverage for every meal and snack > Provision of free freely-flowing coffee and/or tea 			-