

## PURCHASE REQUEST

Page 1 of 2Entity Name: **PHILIPPINE COCONUT AUTHORITY REGION XIII**

**Fund Cluster:**

Office/Section : RO - ADMIN. UNIT		Purchase Request No.: <u>2022-11-0141</u> Responsibility Center Code: <b>13-104</b>		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 and Planning on December 6-7, 2022 in Butuan City.	1	207,575.00	207,575.00
		December 6, 2022			
	pax	Breakfast	56		
	pax	AM Snacks	56		
	pax	Lunch	56		
	pax	PM Snacks	56		
	pax	Dinner	85		
	pax	Room Accomodation	45		
		December 7,2022			
	pax	Breakfast	45		
	pax	AM Snacks	84		
	pax	Lunch	84		
	pax	PM Snacks	84		
		See details in Page 2			
TOTAL					207,575.00
Purpose:		Food and Hotel Accomodation during Year end Assessment, GAD Forum and Christmas Party on December 6-7,2022			
Requested by:		Approved by:			
Signature : Printed Name : Designation :		Signature : Printed Name : Designation :			
DORIS A. ARTES Head, Requesting Office/Unit		JOEL B. OCLARIT Regional Manager III			

### DETAILED PURCHASE REQUEST

Page 2 of 2

STOCK / PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<p><b>Function Room Requirements:</b></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"> <li>&gt; Secretariat's table</li> <li>&gt; at least 3 units of microphone (preferably wireless)</li> <li>&gt; Steady Wi-Fi connection in the function room</li> <li>&gt; Waived electricity charges for use of laptops</li> <li>&gt; Hand sanitizers at the door of the function room</li> </ul> <p><b>Room Arrangement:</b></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><b>Catering Services:</b></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"> <li>&gt; One (1) Breakfast for 56 participants</li> <li>&gt; One (1) AM Snack for 56 participants</li> <li>&gt; One (1) Buffet Lunch for 56 participants</li> <li>&gt; One (1) PM Snack for 56 participants</li> <li>&gt; One (1) Buffet Dinner for 85 participants</li> </ul> <p>iii. Meals for Day 2 of the Assessment:</p> <ul style="list-style-type: none"> <li>&gt; One (1) Breakfast for 45 participants</li> <li>&gt; One (1) AM Snack for 84 participants</li> <li>&gt; One (1) Buffet Lunch for 84 participants</li> <li>&gt; One (1) PM Snack for 84 participants</li> </ul> <p>iv. Buffet Lunch and Dinner must be composed of the ff:</p> <ul style="list-style-type: none"> <li>&gt; Main course consists of: <ul style="list-style-type: none"> <li>At least 1 viand of meat (no pork)</li> <li>At least 1 other Halal viand or 1 variant of fish</li> </ul> </li> <li>&gt; Side dish consists of <ul style="list-style-type: none"> <li>Choice of soup, salad, vegetables or noodles</li> </ul> </li> <li>&gt; Unlimited Rice</li> <li>&gt; Dessert</li> </ul> <p>v. Drinks composed of the following:</p> <ul style="list-style-type: none"> <li>&gt; At least 1 round of beverage for every meal and snack</li> <li>&gt; Provision of free freely-flowing coffee and/or tea</li> </ul>			