

# PURCHASE REQUEST

Entity Name: PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY, REGION VII Fund Cluster: \_\_\_\_\_

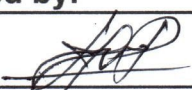

Office/Section: TAU		PR No.: <b>2022-05-308</b>		Date: May 13, 2022	
		Responsibility Center Code:			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	<p>Venue, Food and Accommodation for the Research In-House Review on June 20- 24, 2022 in Cebu City</p> <p><b>1. Venue/Conference Hall- June 20- 23, 2022 (Air-conditioned)</b></p> <p>Capacity- at least 40 pax following IATF protocol</p> <p>Free use of the ff:</p> <p>Conference Room -7am to 11pm</p> <p>Audio and Video Equipment, Projector screen, Microphone-at least 3</p> <p>White board, eraser, white board markers</p> <p>Stable Wi-Fi, Extension cords for laptop connection, cellphone charging etc.</p> <p>Free flowing brewed coffee, tea &amp; water with backdraft at the center stage</p> <p><b>2. Food- Managed Buffet (40 pax)</b></p> <p>June 20 - Am Snack, Lunch, PM Snack &amp; Dinner</p> <p>June 21 - Breakfast, AM &amp; PM Snack, Lunch &amp; Dinner</p> <p>June 22 - Breakfast, AM &amp; PM Snack, Lunch &amp; Dinner</p> <p>June 23 - Breakfast, AM &amp; PM Snack, Lunch &amp; Dinner</p> <p>June 24 - Breakfast</p> <p>Menu: Lunch and Dinner (1 meat; 1 fish/seafood; 1 soup; 1 vegetable; rice; desserts/fruits; juice and water)</p> <p><b>3. Accommodation- Air-conditioned room</b></p> <p>Two-persons in a room, No Bed Sharing= 18 rooms</p> <p>Solo person in a room=2 rooms</p> <p>Total rooms= 20 rooms</p> <p><b>4. Field Visit- June 23, 2022</b></p> <p>From Venue to Balamban and Tuburan vice versa</p>	40	6,250.00	250,000.00

MAY 13 2022

Purchase Request 2022-05-308  
 budget is within the TAU  
 approved APP 2022  
 Date: \_\_\_\_\_  
 (JIA)  
 BAC Secretariat

PhilFIDA, RO VII  
RECEIVED

Date: MAY 13 2022  
 By: BAC Secretariat

Purpose: Food, Venue and Accomodation for the Research Division In-House Review on June 20- 24, 2022 at Cebu City, Cebu		
	Requested by:	Approved by:
Signature		
Printed Name	<b>JOSE DARY C. LOCSIN</b>	<b>JOSEPH S. SALAS</b>
Designation	Technical Assistance Unit Head	Officer-In-Charge