

PURCHASE REQUEST

Entity Name: PhilFIDA

Fund Cluster: 101

Office/Section: <b>TECHNICAL ASSISTANCE DIVISION</b>		PR No.: <u>23-07-537</u> Responsibility Center Code _____	Date: <u>July 06, 2023</u>		
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	package	Rent of venue, food & accommodation for the conduct of 1st Semester Assessment Workshop on the implementation of TAD and IFED Programs, Activities, and Projects (PAPs) for FY 2023 on July 24-29, 2023 within 5.0km radius from PhilFIDA-CO, Quezon City			700,000.00
		- with parking space for at least 3 cars			
		- within good neighborhood & w/ good facilities			
		- shall include the following functionality: use of function & training area; white board, marker & eraser; podium; sound system w/ wired & wireless microphones, LCD Projector			
		-wireless high speed internet access			
		- with free flowing coffee, tea, candies & mints			
		Day 1, July 24- (arrival of pax): am snacks, managed buffet lunch, PM snacks, managed buffet dinner for 38 pax			
		-airconditioned twin/triple sharing rooms w/ single beds: Male:23 Female: 15			
		Day 2, July 25- full board meal for 38 pax			
		Day 3, July 26- full board meal for 38 pax, additional am snacks, managed buffet lunch, pm snacks and manage buffet dinner for 10 pax			
		-airconditioned twin/triple sharing rooms w/ single beds: Male:24 Female: 24			
		Day 4, July 27, 2023- Full board meal for 46 pax, additional am snacks, managed buffet lunch pm snacks and manage buffet dinner for 11 pax			
		-airconditioned twin/triple sharing rooms w/ single beds: Male: 27 Female: 30			
		Day 5, July 28- full board meal for 31 pax			
		-airconditioned twin/triple sharing rooms w/ single beds: Male: 14 Female: 17			
		Day 6, July 29- (Check out) AM snacks, manage buffet lunch for 31 pax			
		<b>Charged to TAD PSS 2023</b>			

DEPARTMENT OF INDUSTRY DEVELOPMENT AUTHORITY QUEZON CITY  
**RECEIVED**  
DATE: 07/06/23  
BY: [Signature]  
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7/6/2023  
Purchase Request 23-07-537  
budget is within the TAD  
approved 2023 PRR/APR  
BAC Secretary: [Signature]

Purpose: For the conduct of 1st Semester Assessment-Workshop on the implementation of TAD and IFED Programs, Activities, and Projects (PAPs) for FY 2023 on July 24-29, 2023

Requested by:	Approved by:
<u>[Signature]</u> ORLANDO D. COCAL OIC, Technical Assistance Division	<u>[Signature]</u> RAMIL B. BARCELONA OIC-Deputy Executive Director III