



Appendix 60

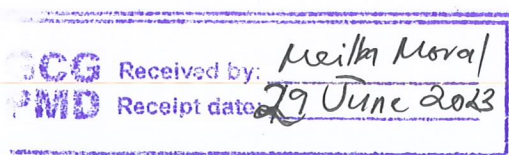
PURCHASE REQUEST

FE 23 - 0035

Entity Name: Governance Commission for GOCCs

Fund Cluster: 01

Office/Section: <u>Administrative and Finance Office</u>		PR No.: _____	Date: <u>19 June 2023</u>		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Supply and Delivery of Office Supplies (Not Available in PS-DBM) for the 2nd Quarter of FY2023	1		181,000.00
		Please see attached Terms of Reference			
		Nothing Follows			
<div style="border: 2px solid purple; padding: 10px; width: fit-content; margin: auto;"> <p>GOVERNANCE COMMISSION FOR GOCCs</p> <p>ALLOTTED</p> <p>R.A. No. <u>11934</u></p> <p>Function: <input checked="" type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Trust</p> <p>Function Project: <u>100010001</u></p> <p><u>SD20301002 - Office Supplies</u></p> <p><i>Paggabao</i></p> </div>					
					181,000.00
Purpose: <u>For the procurement of common-use office supplies not available in PS-DBM for accomodating the GCG office personnel in their day-to-day operations</u>					
Requested by:		Approved by:			
Signature : _____		Signature : _____			
Printed Name : <u>Teodoro Arsenio F. Paggabao</u>		Printed Name : <u>Raul T. Abad</u>			
Designation : <u>OIC - Chief Administrative Officer - Admin.</u>		Designation : <u>OIC - Director IV - AFO</u>			





TERMS OF REFERENCE

SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 2ND QUARTER OF FY2023

I. BACKGROUND

The Governance Commission for GOCCs (GCG) intends to **procure office supplies (not-available in PS-DBM)** for accommodating the needs of GCG office personnel in their day-to-day operations.

II. BUDGET REQUIREMENTS

The total budget for the **Procurement of Office Supplies (Not-Available in PS-DBM) for the 2nd Quarter of FY2023** inclusive of VAT, all fees and other charges amount to ONE HUNDRED EIGHTY-ONE THOUSAND PESOS ONLY (₱ 181,000.00).

III. PARTICULARS

The following are the office supplies (not-available in PS-DBM) which are needed by the GCG for the 2nd Quarter of FY2023:

Item Description	Unit	Quantity
Eraser, plastic/rubber	Pieces	15
Sign Pen, Black, Liquid or gel	Pieces	50
Sign Pen, Red, Liquid or gel	Pieces	50
Battery, dry cell, size AA, Two (2) pieces per blister pack	Packs	15
Battery, dry cell, size AAA, Two (2) pieces per blister pack	Packs	15
Air Freshener, Aerosol type, 150g	Cans	15
Disinfectant Spray, Aerosol type, 400g	Cans	25
Furniture Cleaner, Aerosol type, 300ml	Cans	5
Wastebasket, non-rigid plastic, Square, oval or round shape Thickness (min.): 1.20mm Height (min.): 225mm	Pieces	20
Face Mask, 3 ply, fifty (50) pieces per box	Boxes	441
Light-Emitting Diode (LED) Linear Tube, 18 watts	Pieces	10
Staple Wire, standard	Boxes	20
Tape, masking, 24mm	Rolls	10

Tape, masking, 48 mm	Rolls	5
Tape, packaging, 48 mm	Rolls	5
Tape, transparent, 24 mm	Rolls	25
Clip, backfold, 19mm	Boxes	25
Clip, backfold, 25mm	Boxes	50
Clip, backfold, 32mm	Boxes	25
Data folder, 75mm W x 230mm H x 380mm L (min.)	Boxes	40
Envelope, Documentary, A4, 500 pieces per box	Boxes	5
Envelope, Expanding, Kraft, 100 pieces per box	Boxes	5
Envelope, Expanding, Plastic	Pieces	50
Fastener, metal, non-sharp edges, 50 sets per box	Boxes	10
File Organizer, expanding, plastic, legal	Pieces	25
File Tab Divider, Bristol board, A4	Sets	22
File Tab Divider, Bristol board, legal	Sets	22
Marker, Fluorescent, 3 colors per set	Sets	20
Marker, whiteboard, felt tip, bullet type, Black	Pieces	10
Pencil, lead/graphite, with eraser, one (1) dozen/box	Boxes	10
Puncher, paper, heavy duty	Pieces	30
Scissors, symmetrical or asymmetrical	Pieces	30
Tape Dispenser, table top, for 24mm width tape	Pieces	5
Note Pad, stick on, 2" x 3", 100 sheets per pad	Pads	35
Note Pad, stick on, 3" x 3", 100 sheets per pad	Pads	40
Note Pad, stick on 3" x 4", 100 sheets per pad	Pads	20
Notebook, stenographer	Piece	25
Record Book, 500 Pages	Booklets	10
Tissue, Interfolded Paper Towel, 150 pulls per pack	Packs	150
Toilet Tissue Paper, 2 ply, 12 rolls in a pack	Packs	147
Liquid Hand Sanitizer, 500ml	Bottles	90
Insecticide, 600ml, aerosol type	Cans	5

IV. TERMS

- a. All items should be delivered within fifteen (15) working days upon receipt of the Purchase Order.
- b. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.

Prepared by:


KARLO JASON A. MURING
Administrative Officer V – Administrative Division

Noted by:


TEODORO ARSENIO F. PAGGABAO
OIC - Chief Administrative Officer – Administrative Division
