Office of the President of the Philippines
GOVERNANCE COMMISSION
FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS
3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226

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Management System ISO 9001:2015
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Appendix 60

PURCHASE REQUEST

24-0020

Entity Name: _____ **Fund Cluster:** _____

Office/Section : SCITO	**PR No.:** _____ **Responsibility Center Code :** _____	**Date:** _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	**One (1) Unit Bus Rental Services for the FY 2024 Office Planning of the Strategy, Communications, and Information Technology Office (SCITO) on 05 to 07 March 2024 for 31 pax in Subic Bay Freeport Zone**	1		**75,000.00**
		Day 1 (05 March 2024)			
		Pick up at the GCG Makati Office at 07:00am, Stop over for breakfast (en route), and Drop Off at the Venue in Subic Bay Freeport Zone			
		Day 3 (07 March 2024)			
		Pick up at the Venue in Subic Bay Freeport Zone at 10:00am, Stopover for lunch (en route), and Drop Off in GCG Makati Office			
		Other inclusions:			
		Bus model not older than year 2018			
		Applicable Government Taxes			
		Fully Vaccinated Drivers			
		Driver's Fee, Meals, Accommodation, Allowance			
		Fuel, Parking, and Toll Fees			
		Tourist bus franchise from the Land Franchising and Regulatory Board			
		MACEA/MAPA Processing Permit and Fees			
		Passenger Insurance			
		nothing follows			
				Total	**75,000.00**

GOVERNANCE COMMISSION FOR GOCCS
ALLOTED
R.A. No. 11975
Fund Available: (✓) General ( ) Special ( ) Trust ( )
Function Project: 10001000 / 5020201002 - Training expenses

Purpose: For the FY 2024 Office Planning of the Strategy, Communications, and Information Technology Office (SCITO)

	Requested by:	Approved by:
Signature :		
Printed Name :	Jayvee Emmanuel L. Mendoza	Jaypee O. Abesamis
Designation :	Computer Maintenance Technologist III	Director IV

GCG PMD Received by: Meilba Moral
Receipt date: 16 Feb. 2024