



## PURCHASE REQUEST

EL 24 - 0003

Entity Name: Governance Commission for GOCCs

Fund Cluster: 01

Office/Section: Administrative and Finance Office		PR No.:	Date: 10 January 2023		
Finance Office		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 Months of January to February 2024	1		105,000.00
Please see attached Terms of Reference					
***Nothing Follows***					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>GOVERNANCE COMMISSION            R.A. No. 10915            ALABANG CITY            10010001            5020301002 - Office Supplies  <i>[Signature]</i></p> </div>					
Purpose:					105,000.00
For the procurement of common-use office supplies not available in PS-DBM for accommodating the GCG office personnel in their day-to-day operations					
Requested by:		Approved by:			
Signature : <i>[Signature]</i>		Signature : <i>[Signature]</i>			
Printed Name : Yvonne Rochelle B. Asaque		Printed Name : Raul T. Abad			
Designation : OIC - Chief Administrative Officer - Admin.		Designation : Director IV - AFO			





## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF JANUARY TO FEBRUARY 2024**

#### **I. BACKGROUND**

The Governance Commission for GOCCs (GCC) intends to **procure office supplies (not-available in PS-DBM)** for accommodating the needs of GCC office personnel in their day-to-day operations for the months of January to February 2024.

#### **II. BUDGET REQUIREMENTS**

The total budget for the project inclusive of VAT, all fees and other charges amount to **ONE HUNDRED FIVE THOUSAND PESOS ONLY (P 105,000.00).**

#### **III. PARTICULARS**

The required office supplies (not-available in PS-DBM) which are needed by the GCC are as follows:

Item Description	Unit	Quantity
Battery, dry cell, size AA, 1.5 volts, Alkaline, two (2) pieces per blister pack	Pack	17
Battery, dry cell, size AAA, 1.5 volts, Alkaline, two (2) pieces per blister pack	Pack	14
Clip, backfold, 32mm	Box	19
Correction Tape, gear type, single line tape	Piece	28
Envelope, Mailing	Box	3
Insecticide, Multi-insect Killer, Aerosol, 600 ml	Can	5
Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	20
Marker, Permanent, Black, Felt, Bullet Type	Piece	14
Note Pad, stick on, 2" x 3", 100 sheets per pad	Pad	28
Note Pad, stick on, 3" x 3", 100 sheets per pad	Pad	24
Note Pad, stick on, 3" x 4", 100 sheets per pad	Pad	28
Paper, Multicopy A4, 80 gsm	Ream	213
Paper, Multicopy Legal, 80 gsm	Ream	45

Paper Clip, vinyl/plastic coated, 33mm	Box	17
Pencil, lead/graphite, with eraser	Box	8
Record Book (300 pg) Paper Stock - 265mm (L) x 165mm (W) (min.) - 55 gsm	Booklet	10
Record Book (500 pg) Paper Stock - 265mm (L) x 165mm (W) (min.) - 55 gsm	Booklet	8
Sign Pen, Extra fine tip, black	Piece	84
Sign Pen, Extra fine tip, blue	Piece	78
Stamp Pad, felt	Piece	8
Stamp Pad Ink	Bottle	5
Staple Wire (No. 35)	Box	12
Tape, masking, 24mm	Roll	13
Tape, packaging, 48mm	Roll	13
Tape, transparent, 24mm	Roll	18
Tape, masking, 48mm	Roll	13

**IV. TERMS**

- a. All items should be delivered within fifteen (15) working days upon receipt of the Purchase Order.
- b. Replacement of defective item without additional charge.
- c. 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

Reviewed by:

**TEODORO ARSENIO F. PAGGABAO**  
Supervising Administrative Officer – Administrative Division

Noted by:

**VIONNE ROGHELLE D. ASUQUE**  
OIC - Chief Administrative Officer – Administrative Division