



PURCHASE REQUEST

24-0058

Entity Name: **Governance Commission for GOCCs**

Fund Cluster: **01**

Office/Section: <u>Administrative and Finance Office</u>		PR No.: _____	Date: <u>31 July 2024</u>		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Supply and Delivery of Oil Diffusers and Essential Oils for GCG Main and Extension Office	1		122,000.00
		Technical Specifications			
	Piece	1. Oil Diffuser/Aroma Fragrance Machine Features: a. Suitable for Office Use b. Dimension (WxHxD): 220mm x 173mm x 70mm (min.) c. Material: Plastic d. Color: White or Black e. Capacity: 160ml (min.) f. Noise Level: <30dba g. Power: 4W h. Voltage: 12V i. Usage Area: 200-300m ³ (min.) j. 24hrs Timer Function with Auto Shut-Off	10		
	Bottle	2. Essential Oils, 1 Liter a. Compatible with the offered oil diffusers b. Scents: Eucalyptus, Peppermint, Rosemary, Lemongrass, and Citronella	5		
		Terms			
		1. Inclusive of delivery charge			
		2. Replacement of defective item to GCG without additional charge			
		3. Six (6) months warranty for oil diffusers' parts and services			
		4. All items should be delivered within ten (10) working days upon receipt of the Purchase Order			
		5. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing			
		Nothing Follows			
					122,000.00
Purpose:		To freshen the air and create a calming atmosphere which helps reduce stress levels and promoting relaxation during busy workdays.			
Requested by:		Approved by:			
Signature :		Signature :			
Printed Name : <u>Jeramel F. Pateja</u>		Printed Name : <u>Raul T. Abad</u>			
Designation : <u>Chief Administrative Officer - Admin.</u>		Designation : <u>Director IV - AFO</u>			

GCG PMD Received by: Melba Moral
 Receipt date: 13 Aug, 2024

GOVERNANCE COMMISSION FOR GOCCs ALLOTTED
 R.A. No. 11936
 Fund Available: General () Special () Trust ()
 Function Project: 100010001
5020999099 - Other mode