



Appendix 60

**PURCHASE REQUEST**

Entity Name: \_\_\_\_\_

Fund Cluster: **24-0082**

Office/Section : CSO		PR No.: _____	Date: 28 October 2024		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Piece	Supply and Delivery of Tokens for the Attendees of the GCG Awards Ceremony	500	1000	P500,000.00
		Wooden Clock with engraved GCG Logo			
		Specifications: Each piece of Wooden Clock is placed in a specialized box, with GCG Logo.			
		Printing Methods: Engraved			
		Material: Wood Smooth Finish			
		Dimensions: 12.5cm x 4.5cm x 6.5cm			
		Terms:			
		1. Delivery of one (1) sample item of wooden clock together with its design after a week of receiving the final design.			
		2. Five Hundred (500) pieces of wooden clock should be done on or before 20 November 2024.			
		3. Defective items should be replaced without additional charge			
		Payment Terms: GCG Shall be given twenty (20) calendar days upon submission of complete billing documents for payment processing.			
		(See attached design)			
		Others:			
		• Inclusive of delivery fees, transportation fees, parking fees, toll fees, taxes, other necessary expenses and applicable fees/charges.			
		xxxxx NOTHING FOLLOWS xxxxx			
<b>GRAND TOTAL:</b>					<b>P500,000.00</b>

GOVERNANCE COMMISSION  
 ALLOTTED  
 R.A. No. 11936  
 Fund Available: General ( ) Special ( )  
 Function Project: 301010001  
 50249103000  
 Representations Expense

Purpose: For the procurement of Tokens for the Attendees of the GCG Awards Ceremony on 25 November 2024

Requested by: Cyril Marie L. Benedicto  
 Signature: \_\_\_\_\_  
 Printed Name: Cyril Marie L. Benedicto  
 Designation: Corporate Governance Officer V

Approved by: Jocelyn Grace N. Navato  
 Signature: \_\_\_\_\_  
 Printed Name: Jocelyn Grace N. Navato  
 Designation: Director IV

**GCG** Received by: Epa  
**PMD** Receipt date: 10/30/24  
5:10 PM

12:00



GCG Awards Ceremony 2024



BACONG PILIPINAS