



Appendix 60

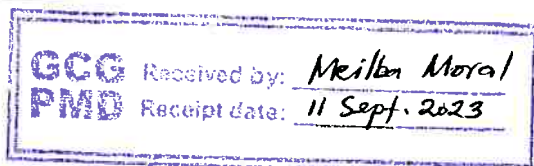
PURCHASE REQUEST

23-00417

Entity Name: Governance Commission for GOCCs

Fund Cluster: 01

Office/Section: <u>Administrative and Finance Office</u>		PR No.: _____	Date: <u>30 August 2023</u>		
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 3rd Quarter of FY2023	1		75,000.00
		Please see attached Terms of Reference			
		Nothing Follows			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>GOVERNANCE COMMISSION FOR GOCCs ALLOTTED R.A. No. <u>11254</u> Function Project <u>1,000,000</u> <u>5020501002-Office Supplies</u></p> <p><i>[Signature]</i></p> </div>					
					75,000.00
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 : <i>[Signature]</i>		Signature : <i>[Signature]</i>			
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 3RD 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 for the months of August to September 2023.

II. BUDGET REQUIREMENTS

The total budget for the project inclusive of VAT, all fees and other charges amount to SEVENTY-FIVE THOUSAND PESOS ONLY (₱ 75,000.00).

III. PARTICULARS

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

Item Description	Unit	Quantity
Eraser, plastic/rubber, rectangular	Piece	15
Sign Pen, Black, Liquid or gel	Piece	90
Battery, dry cell, size AA, Two (2) pieces per blister pack	Pack	18
Battery, dry cell, size AAA, Two (2) pieces per blister pack	Pack	15
Disinfectant Spray, Aerosol type, 400g	Can	25
Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	10
Clip, backfold, 32mm	Box	20
Correction Tape, gear type, single line tape	Piece	30
Data folder - 380mm (L) x 75mm (W) x 230mm (H) (min.) - With all steel level arch file mechanism and taglia lock - Spine is provided with finger ring and clear plastic pocket for the insert	Piece	60
Envelope, Mailing, 500 pieces per box	Box	3
Eraser, felt, for blackboard/whiteboard	Piece	8
Fastener, metal, non-sharp edges, 50 sets per box	Box	8

Folder, L-type, Plastic Legal	Pack	3
Folder, Tagboard Legal	Pack	3
Notebook, stenographer, 40 leaves	Piece	33
Paper Parchment, 100 sheets per box - 210mm x 297mm - 80 gsm	Pack	5
Record Book, 300 Pages Paper Stock - 265mm (L) x 165mm (W) (min.) - 55 gsm	Booklet	10
Record Book, 500 Pages Paper Stock - 265mm (L) x 165mm (W) (min.) - 55 gsm	Booklet	8
Insecticide, 600ml, aerosol type	Can	5
Toner Cartridge (HP 126 Part No. CE312A, Yellow)	Cartridge	2
Toner Cartridge (HP 126 Part No. CE313A, Magenta)	Cartridge	2
Toner Cartridge (HP 126 Part No. CE311A, Cyan)	Cartridge	2
Toner Cartridge (HP 126 Part No. CE310A, Black)	Cartridge	3

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 ARSENI0 F. PAGGABAO

OIC - Chief Administrative Officer – Administrative Division