



PURCHASE REQUEST

24-0014

Entity Name: Governance Commission for GOCCs

Fund Cluster: 01

Office/Section : <u>AFO</u>		PR No.: _____	Date: 26 January 2024		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	1 Lot	Supply and Delivery of Purified Drinking Water for the period of 01 January to 31 December 2024	2880 5-gal/container		183,000.00
		Monthly supply of 4 cases of 350-ml bottled water. (24 pcs. = 1 case)	40 cases		
		Lease of seventeen (17) water dispensers of GCG Main and Extension Offices, breakdown as follows: • GCG Main Office (3rd Floor) – 6 units • GCG Extension Office – A (17th Floor) – 8 units • GCG Extension Office – B (8th Floor) – 3 units Specifications: • Free-Standing Water Dispenser • Hot and Cold-Water Temperature Selection • Compressor Type Cooling	17 units		
		Terms:			
		1. Must be within 10 km. radius from BDO Towers Paseo, Makati City			
		2. Must provide monthly Certificate of Water Analysis			
		3. Must conduct quarterly cleaning of all water dispensers			
		4. Must provide immediate replacement for defective dispenser unit/s within two (2) working days			
		Delivery Period:			
		5. Initial Delivery: Within three (3) working days upon receipt of the Purchase Order			
		6. Weekly delivery of at least fifty (50) 5-gallon unless the GCG Administrative Division request a lower quantity			
		Payment Terms:			
		7. All monthly billings must be stated in the Statement of Account inclusive of VAT and all fees			
		8. GCG shall be given twenty (20) working days after the reference month for payment processing, provided the submission of complete documentary requirements			
Nothing Follows					
Purpose:		For water supply provision at GCG Main and Extension Offices			
Requested by:		Signature : <u>Vionne Rochelle D. Asuque</u> Printed Name : <u>Vionne Rochelle D. Asuque</u> Designation : <u>OIC-Chief Administrative Officer, Admin.</u>			
Approved by:		Signature : <u>Raul T. Abad</u> Printed Name : <u>Raul T. Abad</u> Designation : <u>Director IV, AFO</u>			

GOVERNANCE COMMISSION FOR GOCCs
 ALLOTTED
 R.A. No. 11975
 Fund Available () General () Special () Trust ()
 Function Project 100010001
5026401000 - Water Expense

GCG Received by: Meilyn Muel
 PMD Receipt date: 01 Feb. 2024