



Appendix 60

**PURCHASE REQUEST**

23-0020

Entity Name: Governance Commission for GOCCs

Fund Cluster: 01

Office/Section : <u>AFO</u>		PR No.: _____		Date: <u>08 February 2023</u>	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	1 Lot	Supply and Delivery of Non-PS Office Supplies for the 1st Quarter of FY2023			55,000.00
	Piece	Desk Tray (Black, Plastic, 2 Layers)	20		
	Piece	Flash Drive (32 GB)	30		
	Set	Flags (Post-it, assorted colors)	50		
	Set	Flags (Post-it, sign-here)	50		
	Pack	Index Card (5" x 8") - 100 Sheets/Pack	10		
	Pack	Index Card (3" x 5") - 100 Sheets/Pack	5		
	Piece	Thermogun - Infrared Thermometer, Non-Contact, LCD Screen w/ 4-Digit & Back Light, Battery Operated	2		
	Box	Map Pins, round head, 9.5 mm diameter	10		
	Pad	Note Pad (2" x 2")	60		
	Pack	PVC Acetate Cover Clear (legal) - 100 Sheets/Pack	10		
	Pack	Morocco Board/Paper Binding Cover (legal) - 100 Sheets/Pack	10		
		<b>Terms:</b>			
		1. No subcontracting is allowed.			
		2. All items should be delivered within seven (7) calendar days upon the receipt of Purchase Order (PO).			
		3. GCG shall be given twenty (20) working days after the receipt of goods for payment processing.			
		***Nothing Follows***			
					55,000.00
Purpose: <u>For the procurement of non-ps common-use office supplies for GCG office personnel</u>					
Requested by:		Approved by:			
Signature :		Signature :			
Printed Name : <u>Inna Marie Feliz C. Protacio-Ladislao</u>		Printed Name : <u>Jaypee O. Abesamis</u>			
Designation : <u>Chief Administrative Officer - Admin.</u>		Designation : <u>Director IV - AFO</u>			

GOVERNANCE COMMISSION FOR GOCCs  
 ALLOTTED  
 R.A. No. 11936  
 Fund Available ( )  
 Division Project ( )  
 ( ) Trust ( )  
 100000 / 20230100 - Office Supplies

Revised/TK  
 GCG Received by: Mei Iba Moral  
 PMD Receipt date: 20 March 2023