



Appendix 60

PURCHASE REQUEST 24-0053

| Entity Name: Go | vernance Comn | nission For GOCCs | Fund Cluste | er: <u>01</u> | |
|------------------------|--|--|--|--------------------|------------|
| Office/Section: AFO | | PR No.: Responsibility Center Code : | | Date: 15 July 2024 | |
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| | Lot | Supply and Delivery of Appliances for GCG Extension Office - A | 1 | | 108,000.00 |
| | | Please see attached Terms of Reference | | | |
| | | ***Nothing Follows*** | | | |
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| | | 10.101 | | | |
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| | | | | | 108,000.00 |
| D | Provision of appliances to the Chairperson Office, Commissioner A Office | | | | |
| Purpose: | and Pantry at the newly leased GCG Extension Office - A | | | | |
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| | Requested by: | | Appro | oved by: | < |
| Signature : | - (0) | | | | |
| Printed Name : | nted Name: Jerame Pareja Raul T. Abad | | | | |
| Designation: | Chief | Administrative Officer - Admin. | | Director IV - | <u>AFO</u> |

Form No.: 8.521.007.22

Rev. No.: 03

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TERMS OF REFERENCE

SUPPLY AND DELIVERY OF APPLIANCES FOR GCG EXTENSION OFFICE - A

I. BACKGROUND

The Governance Commission for GOCCs (GCG) intends to **procure appliances** for the Chairperson Office, Commissioner A Office and Pantry at the newly leased GCG Extension Office - A.

II. TERMS

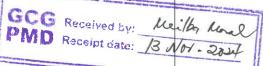
- A. Unit price of individual items must not exceed Fifty Thousand Pesos Only (₱ 50,000.00).
- B. Inclusive of delivery charge.
- C. The supplier shall supply the products in recyclable packages.
- D. Seven (7) days replacement for manufacturer's defect based on manufacturer's standard.
- E. All items shall be delivered within ten (10) working days upon receipt of the Purchase Order.
- F. At least twelve (12) months warranty on parts and labor for all items.
- G. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.

III. TECHNICAL SPECIFICATIONS

- A. At least 6.6 cu. Ft. Two-Door Refrigerator Three (3) units
 - Dimension: At least 130 (H) cm
 - No Frost Inverter
 - Spill-proof tempered glass shelves or wire shelves
 - At least Energy Star 4.0
 - Products do not contain "controlled refrigerants"
- B. Two-Door Refrigerator, 8.1 10.4 cu. ft. One (1) unit
 - Dimension: At least 160 (H) cm
 - No Frost Inverter
 - Spill-proof tempered glass shelves or wire shelves
 - At least Energy Star 5.0
 - · Products do not contain "controlled refrigerants"

C. Oven Toaster - Four (4) units

- 10 liters capacity (min.)
- 30-minute timer with bell ring (min.)
- 100-250 °C temperature
- Material: Stainless-steel or Matte Body Finish





D. Microwave Oven - Four (4) units

- 20 liters capacity
- · Digital control pane or mechanical knob
- Wattage: 600-1000 Watts

E. Coffee Maker - Three (3) units

- 1.5 liters capacity
- Water tank with water level indicator
- · Removable washable filter
- Auto-Drip
- Auto keep warm
- Thermo-glass Carafe/Heat Resistant Glass Carafe

Prepared by:

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Supervising Administrative Officer – Administrative Division

Noted by:

JERAMEL HVPAREJA

Chief Administrative Officer – Administrative Division

Approved by:

RAUL T. ABAD

Director IV - Administrative and Finance Office