



PURCHASE REQUEST

23-0001-3

Entity Name: Governance Commission for GOCCs

Fund Cluster: 01

Office/Section : <u>AFO</u>		PR No.: _____		Date: <u>06 January 2023</u>	
		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 2023	2200 5-gal/container		120,000.00
		Monthly supply of 6 cases of 350-ml bottled water. (24 pcs. = 1 case)	72 cases		
Terms:					
1. Must provide eleven (11) Hot and Cold Dispensers (8 dispensers at Main Office/ 3 dispensers at 8th floor extension office.)					
2. Once in three months cleaning for all the Water Dispenser					
3. Must provide monthly Certificate of Water Analysis to GCG.					
4. Must provide immediate replacement for defective or unsanitized dispenser unit/s.					
5. The service provider shall be subjected to the evaluation by the end-user after services have been rendered.					
6. The service provider must submit monthly statement of account for monitoring and billings.					
7. Weekly delivery of at least forty (40) 5-gallon container unless the GCG Administrative Division request a lower quantity					
8. No subcontracting is allowed.					
9. Service provider must be within 10 km. radius from GCG Office.					
Delivery Period:					
10. Within 7 calendar days upon the receipt of Purchase Order					
Payment Terms:					
11. Payment for the goods shall be made monthly after the service provider submit the billing statement or statement of account of the reference month covered by the billing.					
12. GCG shall be given twenty (20) working days after the reference month to process the payment for the said billing, provided the billing statement or statement of account has been received after the month end, the twenty (20) working days shall commence on the date of receipt of the statement of account.					
13. Payment for the goods actually rendered and consumed only within the prescribed period until 31 December 2023.					
Nothing Follows					
Purpose: <u>For office's general use.</u>					
Requested by: _____					
Signature : _____ Printed Name : <u>Inna Marie Feliz C. Protacio-Ladislao</u> Designation : <u>Chief Administrative Officer</u>			Approved by: _____ <u>Jaypee O. Abesamis</u> Director IV-AFO		

GOVERNANCE COMMISSION FOR GOCCs
 ALLOTTED
 R.A. No. 11936
 Fund Available () General () Special ()
 Function/Project 100010001
9,520,401,000 - Drinking Water

Received by: Meilba Moral
 Receipt date: 12 January 2023