



Appendix 60

PURCHASE REQUEST

23 - 0051

Entity Name: Governance Commission for GOCCs

Fund Cluster: 01

Office/Section: <u>Administrative and Finance Office</u>		PR No.: _____	Date: <u>06 October 2023</u>		
		Responsibility Center Code : _____			
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 Months of November to December 2023	1		111,000.00
		Please see attached Terms of Reference			
		Nothing Follows			
					111,000.00

GOVERNANCE COMMISSION FOR GOCCS

ALLOTTED

R.A. No. 11234

Fund Available: General Special () Trust ()

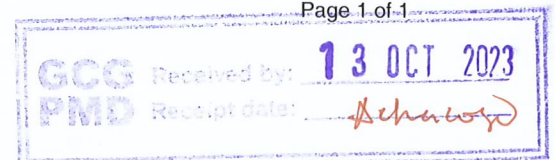
Function/Project: 10010001

SD20230100 - Office Supplies

Kang

Purpose: 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

Requested by:	Approved by:
Signature : _____ Printed Name : <u>Teodoro Arsenio F. Paggabao</u> Designation : <u>OIC - Chief Administrative Officer - Admin.</u>	Signature : _____ Printed Name : <u>Raul T. Abad</u> Designation : <u>OIC - Director IV - AFO</u>





TERMS OF REFERENCE

SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF NOVEMBER TO DECEMBER 2023

I. BACKGROUND		
<p>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 November to December 2023.</p>		
II. BUDGET REQUIREMENTS		
<p>The total budget for the project inclusive of VAT, all fees and other charges amount to ONE HUNDRED ELEVEN THOUSAND PESOS ONLY (₱ 111,000.00).</p>		
III. PARTICULARS		
<p>The required office supplies (not-available in PS-DBM) which are needed by the GCG are as follows:</p>		
Item Description	Unit	Quantity
Alcohol (Gallon), ethyl, 68%-72% solution	Gallon	5
Battery, dry cell, size AAA, two (2) pieces per blister pack	Pack	15
Correction Tape, gear type, single line tape	Piece	30
Cutter <ul style="list-style-type: none"> • Anti-slip grip molded body • Built-in blade snapper • Steel blade track • Safety screw locking mechanism 	Piece	10
Data Folder, 75mm W x 230mm H x 380mm L (min.)	Piece	60
Envelope, Mailing	Box	5
Folder, Tagboard, Legal	Pack	3
Note Pad, stick on, 2" x 3", 100 sheets per pad	Pad	30
Note Pad, stick on, 3" x 3", 100 sheets per pad	Pad	30
Note Pad, stick on, 3" x 4", 100 sheets per pad	Pad	25
Notebook, stenographer	Piece	33

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
Sign Pen, Extra fine tip, black	Piece	90
Sign Pen, Extra fine tip, blue	Piece	83
Stamp Pad, felt	Piece	8
Staple Wire (No. 35)	Box	13
Tape, masking, 24mm	Roll	13
Tape, transparent, 24mm	Roll	18
Paper Multicopy A4, 80 gsm, 500 sheets per ream	Ream	228
Paper Multicopy Legal, 80 gsm, 500 Sheets per ream	Ream	48

IV. TERMS

- a. Inclusive of Delivery Charge
- b. All items should be delivered within fifteen (15) working days upon receipt of the Purchase Order.
- c. Replacement of defective item without charge or expense to GCG.
- d. 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 ARSENIO F. PAGGABAO
OIC - Chief Administrative Officer – Administrative Division