



Appendix 60

### PURCHASE REQUEST

24-0057

Entity Name: **Governance Commission for GOCCs**

Fund Cluster: **01**

Office/Section: <u>Administrative and Finance Office</u>		PR No.: _____	Date: <u>31 July 2024</u>		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Supply and Delivery of Office Supplies for the Months of September to October 2024	1		69,000.00
		Please see attached Terms of Reference			
		***Nothing Follows***			
					<b>69,000.00</b>
Purpose:		For the procurement of common-use office supplies for accomodating the GCG office personnel in their day-to-day operations			
Requested by:		Approved by:			
Signature :		Signature :			
Printed Name : <u>Jeramel F. Pareja</u>		Printed Name : <u>Raul T. Abad</u>			
Designation : <u>Chief Administrative Officer - Admin.</u>		Designation : <u>Director IV - AFO</u>			

GOVERNANCE COMMISSION FOR GOCCs  
 ALLIATED  
 R.A. No. 11975 ✓  
 Fund Cluster: 01  
 Function Project: 100010001 5020701000 OFFICE SUPPLIES

GCG PMD Received by: Meilyn Moral  
 Receipt date: 13 Aug. 2024



## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF SEPTEMBER TO OCTOBER 2024**

<b>I. BACKGROUND</b>		
<p>The Governance Commission for GOCCs (GCG) intends to <b>procure office supplies</b> for accommodating the needs of GCG office personnel in their day-to-day operations for the months of August to September 2024.</p>		
<b>II. PARTICULARS</b>		
<p>The required office supplies (not-available in PS-DBM) which are needed by the GCG are as follows:</p>		
Item Description	Unit	Quantity
1. Battery (AA), Alkaline, Two (2) pieces/blister pack	Pack	18
2. Battery (AAA), Alkaline, Two (2) pieces/blister pack	Pack	14
3. Clip, Backfold, 19mm (3/4")	Box	44
4. Clip, Backfold, 25mm (1")	Box	24
5. Cutter <ul style="list-style-type: none"> <li>• Anti-slip grip molded body</li> <li>• Built-in blade snapper</li> <li>• Steel blade track</li> <li>• Safety screw locking mechanism</li> </ul>	Piece	8
6. Desk Tray (Black, Plastic, 2 Layers)	Piece	6
7. Envelope (Documentary, A4)	Box	4
8. Envelope, Expanding, Uncoated Board, Legal	Box	4
9. Envelope, Mailing, White	Box	4
10. Facial Tissue Refill, 3-ply, 140 pulls per pack	Pack	4
11. Fastener, Metal, Non-sharp Edges, 50 sets per box	Box	8
12. Flags, Assorted Colors	Set	34
13. Flags, Sign-Here	Set	32
14. Glue <ul style="list-style-type: none"> <li>• All-purpose</li> <li>• Plastic squeeze type bottle with twist-cap dispenser</li> </ul>	Jar	6
15. Insecticide, Aerosol, 600 ml (min.)	Can	6

16. Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	16
17. Marker (Permanent), Black, Felt Tip	Piece	18
18. Marker (Permanent), Blue, Felt Tip	Piece	16
19. Marking Pen (For whiteboard), Black, Felt Tip	Piece	12
20. Note Pad, 1.5" x 2", Stick on, One hundred (100) sheets/pad	Pad	30
21. Note Pad, 2" x 3", Stick on, One hundred (100) sheets/pad	Pad	24
22. Note Pad, 3" x 3", Stick on, One hundred (100) sheets/pad	Pad	24
23. Note Pad, 3" x 4", Stick on, One hundred (100) sheets/pad	Pad	26
24. Notebook, stenographer, spiral, 60 leaves	Piece	28
25. Paper Clip, 33mm	Box	24
26. Paper Clip, 50mm	Box	20
27. Ring Binder (12.7mm x 1.12m), 10 pieces per bundle	Bundle	8
28. Sign Pen (Black) <ul style="list-style-type: none"> <li>• Tip: 0.5mm</li> <li>• Type: Liquid or gel</li> <li>• With non-slip rubber grip</li> <li>• With metal clip</li> </ul>	Piece	100
29. Sign Pen (Blue) <ul style="list-style-type: none"> <li>• Tip: 0.5mm</li> <li>• Type: Liquid or gel</li> <li>• With non-slip rubber grip</li> <li>• With metal clip</li> </ul>	Piece	74
30. Staple Wire (No. 35)	Box	12
31. Surgical Mask, 3-ply, 50 pieces per box	Box	104
32. Tape (Packaging) 48 mm, Color: Tan	Roll	10
33. Tape Dispenser, Tabletop, For 24mm wide tapes	Piece	8
34. Tissue, Interfolded Paper Towel, 150 pulls per pack	Piece	46
35. Storage Box with Lid <ul style="list-style-type: none"> <li>• Made with thick chip board</li> <li>• Size: 11"W x 15 5/8"L x 11"H</li> </ul>	Box	30

### III. 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 additional charge.
- 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

Reviewed by:

  
**TEODORO ARSENI0 F. PAGGABAO**

Supervising Administrative Officer – Administrative Division

Noted by:

  
**JERAMEL F. PAREJA**

Chief Administrative Officer – Administrative Division