



Appendix 60

PURCHASE REQUEST

24-0025

Entity Name: **Governance Commission for GOCCs**

Fund Cluster: **01**

| Office/Section : <u>AFO</u> | | PR No.: _____ | | Date: <u>30 April 2024</u> | |
|-----------------------------|-----------|--|----------|----------------------------------|------------|
| | | Responsibility Center Code : _____ | | | |
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| | Lot | Supply and Delivery of HP Colorlaserjet 179FNW Toners | 1 | | 121,000.00 |
| | Cartridge | HP 119A Cyan | 9 | | |
| | Cartridge | HP 119A Yellow | 9 | | |
| | Cartridge | HP 119A Magenta | 9 | | |
| | Cartridge | HP 119A Black | 9 | | |
| | | Terms: | | | |
| | | 1. All items must be genuine toners | | | |
| | | 2. The bidder must provide authorized reseller/supplier certificate from the manufacturer or authorized distributor | | | |
| | | 3. Replacement of defective item without additional charge | | | |
| | | 4. All items should be delivered within thirty (30) working days upon the receipt of Purchase Order. | | | |
| | | 5. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing. | | | |
| | | ***Nothing Follows*** | | | |
| | | | | | 121,000.00 |
| Purpose: | | For the procurement of toners to HP Colorlaserjet 179FNW printers | | | |
| Requested by: | | Signature : <u>Vionne Rochelle D. Asuque</u> | | Approved by: <u>Raul T. Abad</u> | |
| Printed Name : | | Vionne Rochelle D. Asuque | | Raul T. Abad | |
| Designation : | | OIC - Chief Administrative Officer - Admin. | | Director IV - AFO | |

GOVERNANCE COMMISSION FOR GOCCs
 ALLOTTED
 R.A. No. 11934
 Fund Available ()
 Function Project 100010001
SD 202301002 - Office Supplies

Form No.: 8.521.007.22
 Rev. No.: 03

Revised PR
GCG Received by: Meilyn Moral
PMD Receipt date: 30 April 2024