



Appendix 60

**PURCHASE REQUEST**

24-0024

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section :		PR No.:		Date:	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	LOT	Photo and Video Coverage for the 2024 GCG Gender and Development (GAD) Conference on 20 March 2024 for 400 pax in Pasay City	1		
		<b>Technical Specifications:</b>			
		<ul style="list-style-type: none"> <li>Professional photography and videography services</li> <li>2 Photographers</li> <li>1 Videographer</li> <li>1 Video editor</li> <li>High-quality audio-visual equipment</li> <li>High-resolution photos and video clips (at least in full HD 1080P)</li> </ul>			
		<b>Output:</b>			
		<ul style="list-style-type: none"> <li>Submission of raw files (photos and video clips) within 1-2 working days after the event</li> <li>Submission of 80-100 edited files within 3-5 working days after the event</li> <li>Delivery of one (1) post-event highlight video (3-5 minute duration) based on the program and inputs provided by GCG within 5-10 working days after the event</li> </ul>		130,000.00	₱130,000.00
		<b>Others:</b>			
		<ul style="list-style-type: none"> <li>08:00 AM - 04:00 PM event coverage</li> <li>Inclusive of transportation services for workforce and equipment</li> </ul>			

GOVERNANCE COMMISSION FOR GOV. COES  
 ALLOTTED  
 R.A. No. 11936  
 Fund Code: ( )  
 Function Project: ( )  
 Pasay  
 5022223000 Representation Expense

Purpose: For the GCG Gender and Development (GAD) Conference on 20 March 2024

Requested by: JAYPPE O. ABESAMIS      Approved by: ATTY. GERALDINE MARIE BERBERABE-MARTINEZ  
 Signature: \_\_\_\_\_      \_\_\_\_\_  
 Designation: Director IV / GAD Committee      Commissioner / GAD Committee Head

GCG Received by: Meibah Mural  
 PMD Receipt date: 13 March 2024