



## PURCHASE REQUEST

<b>Entity Name: DOT-REGION IV-A</b>		<b>Fund Cluster:</b> _____			
<b>Office/Section :</b> _____		<b>PR No.: 2021-06-184</b>		<b>Date: June 21, 2021</b>	
<b>Accreditation</b>		<b>Responsibility Center Code :</b> _____			
<b>Stock/ Property No.</b>	<b>Unit</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
	lot	<b>Room Accommodation</b>	28		174,900.00
		July 6-9, 2021			
		55 pax (Speakers + guests + secretariat)			
	<b>***25 Twin Sharing rooms for DOT Officials, Secretariat and Attendees &amp; 3 Single Rooms for the Speakers</b>				
	<b>***allowed mock inspection of the property for 1 day</b>				
	lot	<b>Meal Requirement</b>	55		148,302.00
		Lunch July 7-9, 2021			
		Dinner July 6-8, 2021			
		AM/PM Snacks July 7-9, 2021			
	<b>***Please take note that there are 2 Muslim participants. Please prepare 2 meals for breakfast, lunch and dinner, as well as AM/PM Snacks for 2 Muslim participants</b>				
	<b>***inclusion: training venue in accordance with DOT guidelines including projector, white screen, podium, 3 microphones, sound system, Strong internet connection, capable of supporting live streaming of the training via a tele-conferencing platform, Free flowing coffee and tea</b>				
	Set	<b>Training Supplies</b>	55		6,798.00
					<b>330,000.00</b>
Purpose: For 2021 Mid-Year Training For Accreditation Officers on July 7-9, 2021 at Batangas Province					
Signature:					
Printed Name :	CHRISTABELLE JAN LL. JARAPLASAN		MICHAEL A. PALISPIS		
Designation :	TOOI		Regional Director		