

PURCHASE REQUEST

CITY GOVERNMENT OF DAVAO

LGU

Department: Human Resource Management Office

PR. No.: 1607 140

Date: JUL 15 2016

Section: _____

SAI No.: _____

Date: _____

OS No.: _____

Date: _____

Item No.	Quantity	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	1	LOT	<p>Cat. 25 - Food and Catering Services w/o venue Buffet Meals & Snacks (50 participants/day x 3 days x 400.00/day per participants/day) for the Pre-Retirement Counseling Seminar at the Training Hall, Rooftop, City Hall, Davao City on August 10-12, 2016.</p> <p>MENU Day 1 (August 10, 2016) AM Snacks: Special Ensaymada & Orange Juice in Can(250ml) Lunch: Grilled Chicken (Breast), Chopsuey con Pancit, Sinigang na Maya-Maya (Belly), Rice, Assorted fresh fruits salad and Softdrinks in Bottle (8oz) PM Snacks: Siopao(Chicken-large) & Icetea in bottle (350ml) Day 2 (August 11, 2016) AM Snacks: Tuna Sandwich & Pineapple Juice in Can (250ml) Lunch: Chicken Barbeque(Paa/Pecho), Fish Fillet (Malasugue) w/ mayo dip, Rice, Brownies and Softdrinks in Bottle (8 oz). PM Snacks: Egg Sandwich & Icetea in bottle (350ml) Day 3 (August 12, 2016) AM Snacks: Cheese Pimiento Sandwich and Pineapple Juice in Can (250ml) Lunch: Grilled Tuna Belly, Steamed Vegetables (Beans, Carrots & Corn Kernel), Native Chicken Sotanghon Soup Rice, Buko Pandan & Softdrinks in Bottle (8 Oz.) PM Snacks: Special Empanada & Mango Juice in Can (250ml)</p>	400.00	60,000.00

This is to certify that the above items are included in the PPMP of this office.

Melody C. Herrera
MELODY C. HERRERA
 Supervising Administrative Officer

**NEGOTIATED
 PROCUREMENT**
 539

SMALL VALUE PROC.
 BAC Res. No. 7-074
 S. 2016 dated 7/10

Total: Sixty Thousand Pesos

60,000.00

Purpose: meals & snacks for Pre-Retirement Counseling Seminar

Requested by:

ERWIN P. ALPARAQUE
 Department Head

Fund Controller: *Maristela O. Cabalse*

Cash Availability:

Bella Linda N. Tanjui
BELLA LINDA N. TANJUI
 Acting Asst. City Treasurer - 0999
 Officer-in-Charge (City Treasurers Office)

1032-3(753) 16-017403 / 60,000 / 7/11

Approved by:

SARA Z. DUTERTE
 City Mayor

Original Copy; Green for City Treasurer's Office; Blue for City Accountant's Office; Pink for City General Services Office, White - extra

Tristan D. Domingo
ATTY. TRISTAN DWIGHT DOMINGO
 Assistant City Administrator
 (Administration)