PURCHASE REQUEST PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY (Agency) Division: Technology Assistance Div. PR No.: Date:August 06, 2014 Section: Sal No.: Date: ALOBS No.: Date: Estimated Stock Estimated QTY UNIT **DESCRIPTION** No. **Unit Cost Total Cost** 350,000 1 package | Services: - Food and accommodation for the PhilFIDA Technical Assistance Division Personnel Training 2014 for 60 pax - Venue: within 20 km radius from PhilFIDA Central Office - Date: September 8 - 12, 2014 - Shall include the following: 1. Room/Accommodation: Quadruple sharing room with single beds 2. Food: Day 1 - September 8, 2014 (arrival of pax) PM snacks, Managed Buffet Dinner, Free flowing coffee and distilled water with available mints, candies and nuts. Day 2 - 4 September 9-11, 2014 - AM/PM snacks Managed Buffet Breakfast, Lunch & Dinner Free flowing coffee & distilled water with available mints, candies and nuts. Day 5 - September 12, 2014 - AM/PM snacks (pack PM snacks only) Managed Buffet Breakfast & Lunch Free flowing coffee & distilled water with available mints, candies and nuts. - CHECK OUT AFTER LUNCH -3. Free use of Function Room/seminar hall; white board marker & eraser; podium; LCD screen; sound system with wired & wireless microphones; free use of wifi; free pencils and notepads **TOTAL** 350,000 Charge to: TAD Regular Fund Purpose: For the conduct of PhilFIDA Technical Assistance Division Personnel Training 2014.

Requested by:

Signature

Printed Name
Designation
Date

Requested by:

Approved by:

PETRONILO'B. JABAY
OIC - Technology Assistance Division
OIC - Deputy Executive Director