

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Department: **City PESO**

PR No.: 0423




Date: 02/24/2025

Section:

FPP:

| Item No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|---|-------|--|----------|-----------|------------------|
| PASSPORT ON WHEELS March 20, 2025 | | | | | |
| LOT I - Departure of DFA Team | | | | | |
| March 21, 2025 | | | | | |
| 1 | lot | Van Rental - Calapan to DFA and vice versa | 2 | 30,000.00 | 60,000.00 |
| Sub-Total - LOT I | | | | | 60,000.00 |
| LOT II - Hotel Accommodation | | | | | |
| March 19-20, 2025 | | | | | |
| 1 | rooms | Hotel Accommodation (2 nights) | 10 | 2,700.00 | 54,000.00 |
| 2 | | Function Room for exit conference | | | 15,000.00 |
| Sub-Total - LOT II | | | | | 69,000.00 |
| LOT III - Meals | | | | | |
| March 4, 2025 (Encoding) | | | | | |
| 1 | pax | Rice, chicken afritada, fruits and btl. water (Lunch) | 14 | 250.00 | 3,500.00 |
| March 5, 2025 (Encoding) | | | | | |
| 2 | pax | Rice, sweet and sour chicken and btl. water (Lunch) | 14 | 250.00 | 3,500.00 |
| March 6, 2025 (Encoding) | | | | | |
| 3 | pax | Rice, pork afritada, candy and btl. Water (Lunch) | 14 | 250.00 | 3,500.00 |
| March 7, 2025 (Encoding) | | | | | |
| 4 | pax | Rice, chicken fillet, buttered vegetables candy and btl. water (Lunch) | 14 | 250.00 | 3,500.00 |
| March 19, 2025 (DFA Team Arrival) | | | | | |
| 5 | pax | Rice, sinigang (tanigue), fried chicken and water (Dinner) | 20 | 350.00 | 7,000.00 |
| March 20, 2025 (Passporting Day) | | | | | |
| 6 | pax | Tapsilog, biya(tuyo), banana & coffee/chocolate (Breakfast) | 18 | 350.00 | 6,300.00 |
| 7 | pax | Rice, shrimp sinigang, fresh fruits & btl. water (Lunch) | 18 | 350.00 | 6,300.00 |
| 8 | pax | Creamy spaghetti, toast bread and juice (Snack AM) | 18 | 150.00 | 2,700.00 |
| 9 | pax | Special cheesy ensaymada and juice (Snack PM) | 18 | 150.00 | 2,700.00 |
| 10 | pax | Rice, buttered shrimp, fried fish and btl. water (Dinner) | 18 | 350.00 | 6,300.00 |
| 11 | pax | Rice, fried chicken, candy and btl. water (Lunch) | 30 | 250.00 | 7,500.00 |
| 12 | pax | Macaroni spaghetti and btl. water (Snack AM) | 30 | 150.00 | 4,500.00 |
| 13 | pax | Chicken sandwich and btl. water (Snack PM) | 30 | 150.00 | 4,500.00 |
| 14 | pax | Rice, roasted beef, buttered shrimp, fresh fruits & water | 25 | 450.00 | 11,250.00 |
| March 21, 2025 (Departure of DFA Team) | | | | | |
| 15 | pax | Fried rice, longganisa, egg, banana & coffee/chocolate (Breakfast) | 18 | 350.00 | 6,300.00 |
| Sub-Total - LOT III | | | | | 79,350.00 |

Purpose: For the use of Passport on Wheels (POW).

| | | | |
|---|---|---|---|
| Signature: | Requested by: | Cash Availability: | Approved by: |
| Printed Name: DR. EDER AM. REDUBLO |  |  |  |
| Designation: PESO Manager | NICASIO D. CATAPANG | MARILO F. MORILLO | |
| | <i>PESO Manager</i> | <i>City Treasurer</i> | <i>City Mayor</i> |