

**PURCHASE REQUEST
BOHOL PROVINCIAL GOVERNMENT
Province of Bohol**

Department: **Bohol Provincial Environment Management Office**
Unit: **Environmental Management System (EMS)**

PR No: _____ Date: **February 7, 2023**
SA No.: _____ Date: _____
ALOB No: _____ Date: _____

Item No.	Item Description	Quantity	Unit	Unit Cost	Total Cost
1	Furnishing of Meals and Snacks for the conduct of EMS Internal Audit Team Meetings/ Activities	80	pax	500.00	40,000.00
	No. of Meals	20 pax (@300/pax x 2 days) x 2 activities			
	No. of Snacks	20 pax (@200/pax for 2 days) x 2 activities			
2	Furnishing of Meals and Snacks for the conduct of EMP Quarterly Monitoring Team Meetings/ Activities	96	pax	500.00	48,000.00
	No. of Meals	12 pax (@300/pax x 2 days) x 4 activities			
	No. of Snacks	12 pax (@200/pax x 2 days) x 4 activities			
3	Furnishing of EMS Trainings/ Capacity Development Activities	100	pax	500.00	50,000.00
	No. of Meals	50 pax (@300/pax x 2 trainings)			
	No. of Snacks	50 pax (@200/pax x 2 trainings)			
Other Requirements/ Inclusions:					
<i>Caterer can provide a function room and room accomodation for one (1) pax (EMS Consultant) within Tagbilaran City;</i>					
<i>Free use of venue with sound system, microphones, projector and white screen;</i>					
<i>Free use of chairs and tables good for the number of pax per activity;</i>					
<i>Buffet Meal with free flowing coffee or Packed Meal (as per request of the end-user);</i>					
<i>Native snacks(e.g sikwate, torta, camote fries with latik and the like)</i>					
<i>Food should not be packed in styrofoam and other non-biodegradable materials/ single-use plastics in compliance of Provincial Ordinance 2020-005;</i>					

**PROVINCIAL BUDGET OFFICE
PROVINCE OF BOHOL**

CONTROL NO. 245
RECORD NO. 02-0384
EXPENSE CODE 7000-11-03 (58299990) 138,000
FUND SOURCE 2022-019
DATE 2/13/23
PETER RUSSM...
BMO

Place of Delivery:	Tagbilaran City/ Caterer's Venue
Date of Delivery	Upon demand based on the actual date of activity
Mode of Procurement:	Public Bidding
TOTAL	
138,000.00	

Purpose: Catering for EMS Meetings, Monitoring Activities, Audits, Workshops and Trainings

Approved:

Recommended by:	Ok as to availability of funds:	ERICO ARISTOTLE C. AUMENTADO By Authority of the Governor:
Signature:	Signature:	Signature:
Printed Name: JOVENCIA B. GANUB, EnP	Printed Name: EUSTAQUIO A. SOCORIN	Printed Name: ASTERIA C. CABERTE
Designation: Head, BPEMO	Designation: Provincial Treasurer	Designation: Provincial Administrator

2023-002
3/6/23