



PURCHASE REQUEST

Entity Name: **Presidential Communications Operations Office**

Fund Cluster: **01**

Office/Section: **Motorpool Section**

PR No. **2020-06-0348**

Date : **June 01, 2020**

Responsibility Center Code: _____

Stock/Property	Unit	Item Description	Quantity	Est. Unit Cost	Est. Total Cost
No.		2 van rental for shuttle service of	2	5,700	250,800.00
		employees (13 seating capacity, for techspec		(2 Van X	
		purposes only)		5,700 X	
		• Driver		22 Days)	
		• Gas			
		• Meal of Driver			
		Rates inclusive of Tax			
		Period: 1 month with possibility for			
		extension, Starting 15 June 2020			
		Time: 6:00 AM to 8:00PM; Broken shift allowed			
		• Actual service in the Morning: 6:00AM-10:00AM and			
		• Actual service in the Afternoon: 4:00PM to 8:00PM			
		• Total Actual service: 8 hours per day			
		Location Covered: Metro Manila			
		At least 2 roundtrips in the morning from various			
		residences within Metro Manila to Malacanang; and			
		at least 2 roundtrips in the afternoon from Malacanang			
		to various residences in Metro Manila			
		Mode of payment: to bill us every month			
		(after completion of monthly service)			
		Additional requirements			
		Regular disinfection of vehicles			
		Face-mask for drivers			
		Social distancing for passengers will be implemented			
		inside the vehicle			
		PhilGEPS accredited			

Purpose: for the shuttle service of PCOO Personnel

Signature :

Printed Name :

Designation :

Requested By:

(ORIGINAL SIGNED)

Macky I. Llanos

Administrative Assistant I

Approved By:

(ORIGINAL SIGNED)

Edwin P. Las Piñas

Head of Unit

Certification as to Availability of Funds (CAF)

as of (date):

Signature

(ORIGINAL SIGNED)

Ma. Alma A. Francisco

Chief Administrative Officer (Budget Officer V)