

# PURCHASE REQUEST

## Philippine Retirement Authority

29/f CitiBank Tower Paseo de Roxas Makati City

(Agency)

|                                   |                          |                        |
|-----------------------------------|--------------------------|------------------------|
| Department <u>RRSD</u>            | PR No.: <u>06-18-029</u> | Date: <u>14-Jun-18</u> |
| Section <u>PRA CLARK SUBIC SO</u> | SAI No.: _____           | Date: _____            |
|                                   | ALOBS No.: _____         | Date: _____            |

| Quantity     | Unit of Issue | Items Description   | Stock No. | Estimated Unit Cost | Estimated Cost    |
|--------------|---------------|---|-----------|---------------------|-------------------|
| 1            |               | <p><b>FOR THE 2018 PRA CLARK SUBIC SATELLITE ANNIVERSARY CELEBRATION FOR RETIREE-MEMBERS, MARKETERS &amp; INDUSTRY PARTNERS</b></p> <p><b>EVENTS COORDINATION &amp; SERVICE PACKAGE</b></p> <p>INCLUSION:</p> <p>I. Food &amp; Drinks with venue for 150 pax<br/>           Chairs &amp; tables banquet set -up<br/>           Dessert Buffet<br/>           Wine 20 bottles<br/>           Mobile bar</p> <p>II. Photo souvenir package<br/>           Photo fun booth<br/>           photo/video coverage<br/>           backdrop &amp; props</p> <p>III. Physical Arrangement<br/>           stage &amp; backdrop<br/>           Tarpaulin &amp; signage<br/>           Event styling</p> <p>IV. Program Entertainment, performers &amp; speakers<br/>           show band/lights &amp; sounds<br/>           dance instructors<br/>           speakers, emcee &amp; other guest performers<br/>           emcee<br/>           other guest performers</p> <p>V. Tokens, Giveaways and raffle prizes</p> <p>VI. Event Consulting Services, miscellaneous &amp; additional charges (corkage etc.)</p> |           |                     | PhP350,000.00     |
| <b>TOTAL</b> |               |   |           |                     | <b>350,000.00</b> |

Purpose : PRA 33rd Anniversary Celebration on 30 JULY 2018

|                     |                     |                         |
|---------------------|---------------------|-------------------------|
| Signature: _____    | Requested by: _____ | Approved by: _____      |
| Printed Name: _____ | SCARLET L. LACHICA  | ATTY. BIENVENIDO KO CHY |