

PURCHASE REQUEST

Philippine Retirement Authority
(Agency)

Department RRSD	PR No.: <u>06-18-025</u> Date: <u>27 June 2018</u>
Section Davao Satellite Office	SAI No.: _____ Date: _____
	ALOBS No.: _____ Date: _____

Quantity	Unit of Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
		<p>For 2018 PRA Davao Satellite Anniversary Celebration for retiree-members, marketers, and partners</p> <p>Events Coordination Services Package</p> <p>Inclusion:</p> <p>1. Food and drinks with venue for 150 pax</p> <ul style="list-style-type: none"> a. Pica-pica/finger food/cocktail fruits with free-flowing coffee/juice/iced tea b. Food and drinks buffet style c. Chairs & tables d. Table for registration e. Dessert / Fruit Bar f. Available parking spaces g. Uniformed Waiters h. Lechon <p>2. Photo souvenir package</p> <ul style="list-style-type: none"> a. Photo booth, stills, video coverage b. Photos in CD <p>3. Physical arrangement</p> <ul style="list-style-type: none"> a. Stage set up b. Tarpaulin (banner) c. Event styling <p>4. Entertainment & Talents:</p> <ul style="list-style-type: none"> a. Singer/Pianist/Band/Tribal Dance/Presenter b. Host/Emcee c. Lights and sounds/music <p>5. Tokens, Giveaways and Raffle Prizes: (for guests and participants)</p>			Php 300,000.00
Total:					Php 300,000.00

Purpose: **2018 PRA DAVAO SATELLITE ANNIVERSARY CELEBRATION**

Requested by:	Approved by:
Signature:	Signature:
Printed Name:	Printed Name:
Designation:	Designation:

(Signature)
JAIME LLAMES
OIC- Davao Satellite Office

(Signature)
ATTY. BIENVENIDO K. CHY
General Manager / CEO