

PURCHASE REQUEST

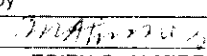


Entity Name: CIVIL SERVICE COMMISSION

Fund Cluster: FATK - MOOE

Office/Section : ERPO-TDSD		PR No.: 2022-04-0241 4/6 Responsibility Center Code :	Date:		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Supplies and Materials					
	piece	Packaging Tape Dispenser	4	100.00	400.00
	roll	Masking Tape 2"	7	60.00	420.00
	roll	Scotch Tape 2"	10	60.00	600.00
	piece	Corrugated boxes (small) 24,350 TM + 168 TM/box = 144.94 or 145	150	50.00	7,500.00
	roll	Cellophane Stretch Film	12	600.00	7,200.00
	ream	Bond Paper - A4 size (yellow, pink, green/blue & white)	6	400.00	2,400.00
	100/pack	PE Plastic bags for Test booklets (12" x 18") 24,350 TBs/bag = 2,029.17 ÷ 100/pack = 20.2917 or 21	21	300.00	6,300.00
	100/pack	PE Plastic bags for Answer sheets (12" x 18") 24,350 ASs/bag = 2,029.17 ÷ 100/pack = 20.2917 or 21	21	200.00	4,200.00
	piece	Ring Binder folder (3-hole)	2	300.00	600.00
	10/pack	Sticker Paper - A4 size (blue, red & white)	85	55.00	4,675.00
	roll	Packaging Tape 2" (blue)	10	60.00	600.00
	roll	Packaging Tape 2" (red)	20	60.00	1,200.00
	piece	Expandable Kraft Envelope - legal size	140	20.00	2,800.00
	pack	Clear plastic bags/trash bags for shredded and spoilage materials	1	200.00	200.00
	piece	Plastic twines (blue)	11	100.00	1,100.00
	piece	Plastic twines (red)	12	100.00	1,200.00
	box	Staple wires	2	100.00	200.00
	piece	Printer Toner (non-TM)	2	5,000.00	10,000.00
	piece	Push Cart (heavy duty)	3	6,000.00	18,000.00
		Other supplies, materials, assorted toiletries, grocery items miscellaneous & other incidental expenses			20,000.00
		Total expenses for supplies and materials			89,595.00
Printing Costs					
Printing Supplies					
	ream	Bond Paper - A3 size, 70gsm	500	530.00	265,000.00
	piece	Printer Toner (black)	13	15,000.00	195,000.00
	piece	Printer Toner (C, M, Y)	6	25,000.00	150,000.00
		Total expenses for printing costs			610,000.00
Transportation & Communication Expenses					
Pre-paid Cards (load/communication allowance)					
	piece	- 1 TDSD Chief & 2 Coordinators	3	500.00	1,500.00
	piece	- 1 Security Printing Supervisor	1	500.00	500.00
		Gasoline Expenses (transport of RISO to CSCROs and vice versa)			8,000.00
		Toll fee (CO to CSCRO 3 and vice versa)	2	500.00	1,000.00
		Parking Fees			300.00
		Total expenses for printing costs			11,300.00
Medical Supplies					
	piece	Digital BP Monitor	1	5,000.00	5,000.00
		Medical Care Kit & sanitizing supplies			
		- antigen self test kits	13	400.00	5,200.00

	assorted	- basic medicines (biogesic, sinupret forte, neozep, loperamide, loperamide etc)			600.00
	assorted	- salopas & linimints			3,000.00
	box	- face masks @50 pcs/box	4	100.00	400.00
	gallon	- alcohol/disinfectant	2	500.00	1,000.00
		Total expenses for medical supplies			15,200.00
		Meals			
		5 pax @6 days Preparatory Activities			
	day	- am snack @75.00 x 5 pax x 6 days	6	375.00	2,250.00
	day	- lunch @250.00 x 5 pax x 6 days	6	1,250.00	7,500.00
		15 pax @15 days Confidential Work Bubble			
	day	- breakfast @250.00 x 15 pax x 15 days	15	3,750.00	56,250.00
	day	- am snack @75.00 x 15 pax x 14 days	14	1,125.00	15,750.00
	day	- lunch @250.00 x 15 pax x 14 days	14	3,750.00	52,500.00
	day	- pm snack @75.00 x 15 pax x 14 days	14	1,125.00	15,750.00
	day	- dinner @250.00 x 15 pax x 14 days	14	3,750.00	52,500.00
		Total expenses for meals			202,500.00
		Accommodation of the Work Bubble Team*			
	day	15 pax @15 days / 14 nights @PHP300.00/day Confidential Work Bubble	14	4,500.00	63,000.00
		Total expenses for Accommodation			63,000.00
		<i>*use of CSC Dormitory is Free per approval of the Commission</i>			

Purpose For the in-house security printing and packaging of test materials for the April 24, 2022 BCLTE, FOE, POE & FSO

	Requested by	Approved by
Signature		
Printed Name	EDITH C. ALMIREZ	MARIA LETICIA G. REYNA
Designation	Supervising HR Specialist	Director IV, ERPO 

1/16

6 Apr. 2022 *plan* 11:20p