Appendix 60

## PURCHASE REQUEST

Entity Name: Department of Foreign Affairs				Fund Cluster:	OAMSS' GAA MOOE FY2025 for Training Expenses / Team Building / Health and Wellness / GAD Activity - other expenses - Rental of Cluster: Transportation services		
Office/Section: Office of Asset Management and Support Services           P.R. No2025           Responsibility           Center Code:			07.(	)571	Date: 1 JUL 2025		
Stock No.	Unit	Item Description		Quantity	Unit Cost	Total Cost	
	Unit	<ul> <li>OAMSS' Team Building and Gender and Development (GAD) Activities FY 2025</li> <li>Date: 02 - 03 August 2025</li> <li>Venue: Bataan White Coral Beach Resort in Morong, Bataan Number of Participants: 101 pax (74 Male and 27 Female)</li> <li>Type of Bus: Tourist-class, air-conditioned bus Seating Capacity: 50-60 seater Amenities:</li> <li>Functioning air-conditioning system.</li> <li>Comfortable seats with functioning seatbelts for all passengers.</li> <li>Ample luggage compartment space.</li> <li>Equipped with a comfort room</li> <li>(Optional, but often preferred): Onboard entertainment system (video/audio), PA system, Wi-Fi, restroom.</li> <li>Knowledge of Route: Familiarity with the route, including alternative routes in case of traffic.</li> <li>Contingency Plan: The company should have a clear plan for vehicle breakdown or other emergencies, including the provision of a replacement bus in a timely manner.</li> <li>2 buses to accommodate 101 pax from DFA to venue and venue to DFA, inclusive of driver's fees, accommodation and food, gasoline, toll fees, taxes, duties and other charges, as may be applicable.</li> <li>Transportation service is from DFA to venue in the morning of the first day, and return from venue to DFA after lunch on the second day.</li> </ul>		2			
XXXX	XXXX	XXX NOTHING FOLLOWS XXX Note: Terms of Reference (TOR) attached shall form part of this Agreement		XXXX	XXXX	XXXX	
		Terms of Payment:					
		1. Send bill arrangement					
		Payments shall be made thirty (30) days upon receipt of the sales invoice through List of Due and Demandable Accounts Payable (LDDAP). The list of for payment will be provided by the Office of Financial Management Service Division (OFMS-FRMD) upon signing the contract.     The payment shall be inclusive of all applicable taxes and other lawful cho xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	documentary requirements needed s-Financial Resource Management arges.				
					ABC	Php 200,000.00	
Purpose: The procurement of bus transportation is intended to provide a safe, efficient, and comfortable transporation for OAMSS personnel participating in the Team Building and Gender and Development (GAD) Activity							
Signature: Printed Name: Designation:		MMamm-		Approved	PATRICK JOHN U. HILADO Assistant Secretary		