

**PURCHASE REQUEST**

Department of Foreign Affairs  
Agency

**11-06021**

Department : Office of Consular Affairs

PR No. \_\_\_\_\_

Date: **10 NOV 2021**

Section : \_\_\_\_\_

SAI No. \_\_\_\_\_

Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	set	<b>CATERING SERVICE FOR OCA'S YEAR-END EVALUATION</b>	512		
		*Packed Lunch for 512 pax			
		*shall include:			
		256sets with fish			
		256sets with chicken			
		vegetable			
		steamed rice			
		pasta/salad			
		fresh fruit cup			
		dessert			
		bottled drink			
		*Serve foods that are fresh or newly cooked (at least 2 hours prior to be served)			
		*Food placed in sustainable/eco-friendly/biodegradable individual containers and box, and properly labeled, sustainable/eco-friendly/biodegradable spoon and fork with tissue			
		*inclusive of delivery fees			
		*No down payment, send bill			
		*inclusive of all taxes and charges			
		*Tentative Date: 17 December 2021			
		<b>Total</b>			<b>380,160.00</b>

Purpose : To provide meals for OCA employees for the event

Signature	Requested by:	 <b>SENE T. MANGALILE</b> Assistant Secretary, OCA
Printed Name :		
Designation :		

*Handwritten signature/initials*