

10 OCT 2023

PURCHASE REQUEST

Fund Cluster: **10-03823**


Entity Name: _____

Office/Section : _DLLU _____	PR No.: _____ Responsibility Center Code : _____	Date: _____ October 2023
---------------------------------	---	--------------------------

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	<p>Duration : Two days</p> <p>1.) Food requirements for 50 pax (Buffet Lunch, AM and PM Snacks)</p> <p>1.1) Buffet Lunch</p> <ul style="list-style-type: none"> - Soup - Mains (beef, fish, chicken and vegetables) - Beverages (water, free flowing coffee, hot tea and iced tea) - Two (2) types of dessert <p>1.2) AM and PM Snacks</p> <ul style="list-style-type: none"> - Sandwich and/or Pasta <p>1.3) Drinks</p> <ul style="list-style-type: none"> - Juice/Iced Tea and water, with free flowing coffee and tea <p>Note: Please send at least 3 choices of menu</p> <p>2.) Uniformed waiters;</p> <p>3.) Approved Budget is PHP 72,000;</p> <p>4.) Quoted price should be in Philippine peso and should include all taxes, duties and/or levies payable;</p> <p>5.) Bidders should accept a send-bill payment arrangement; and</p> <p>6.) Accredited suppliers with the Senate of the Philippines</p>	50	N/A	₱72,000.00

Note: total ABC shall include other charges (delivery, VAT, and other charges) **Total : ₱72,000.00**

Purpose: Procurement of Catering Services - Training on Technical Writing for Committee Secretariat Staff of the Senate Committee Affairs Bureau (charged to DLLU's FY 2022 Continuing Appropriations for Representation Expenses)

Requested by:	Approved by:
<p>Signature : </p> <p>Printed Name : KARLO S. BERME</p> <p>Designation : Property Officer</p>	<p></p> <p>ADRIAN BERNIE C. CANDOLADA</p> <p>Assistant Secretary</p>