

PURCHASE REQUEST

Entity Name: _____

Fund Cluster: _____

10-12923
26 OCT 2023

Office/Section : **DLLU** PR No.: _____
Responsibility Center Code : _____

Date: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		1. Food requirements for 100 pax (Buffet Lunch and/or Dinner) 1.1 Buffet Lunch and/or Dinner - Soup - Mains (beef, fish, chicken, and vegetables) - Two (2) types of dessert 1.2 AM and PM Snacks (sandwich and/or pasta) 1.3 Beverages (water, free flowing coffee, hot tea, hot chocolate and iced tea) Note: Please send at least 3 choices of menu 2. Uniformed waiters; 3. Approved Budget is PHP 100,000; 4. Quoted price should be in Philippine peso and should include all taxes, duties and/or levies payable; 5. Bidders should accept a send-bill payment arrangement; and 6. Accredited suppliers with the Senate of the Philippines	100	N/A	₱100,000.00

Note: Total ABC shall include other charges (delivery, VAT, and other charges) Total : ₱100,000.00

Purpose: Procurement of catering services during the Senate Plenary Deliberations of the DFA FY 2024 Budget on 09 November 2023 (chargeable against DLLU's FY 2022 Continuing Appropriations - Congress-Introduced under Representation Expenses)

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