



# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

11-01123

Department OAMSS PR No.: \_\_\_\_\_ Date 08-Nov-23

Section \_\_\_\_\_ SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
1	Lot	Catering Services for the Cocktail Reception for the Opening of the Bulwagang Apolinario Mabini	1		Php500,000.00
		Menu Specifications:			
		<b>A. Meals/Dishes suited for the occasion with adequate portions of each dish and using only Halal-certified ingredients. Preferably, the menu is composed of the following dishes:</b>			
		a. Two (2) types of salad (vinaigrette and cream-based dressing)			
		b. Grazing table: Breads, crackers, cheeses, cold-cuts, fresh/dried fruits, and nuts.			
		c. Eight (8) types of canapés and sliders (beef, chicken, fish and vegetables)			
		d. Four (4) types of desserts (pastries, custards, cake, tarts, etc.)			
		<b>B. Free-flowing beverages</b>			
		a. Coffee and tea			
		b. Two (2) types of softdrinks			
		c. Two (2) types of fruit juice			
		d. Sparkling water			
		<b>C. Other requirements</b>			
		a. Wine Service (to be provided by the end-user)			
		b. Table wares, glassware and cutleries			
		c. Cocktail tables			
		d. Table cloth and linens			
		e. Basic Floral arrangements and styling at the buffet area			
		XXXXXXXXXXXXXXXXXXXX			
		Chargeable against OUMAIER-CDU's FY 2023 MOOE			Php 500,000.00

Purpose: For the Opening of the Bulwagang Apolinario Mabini

Chargeable against

Signature

Printed Name:  
Designation:

Requested By:

**PATRICK JOHN U. HILADO**  
Assistant Secretary, OAMSS