

PURCHASE REQUEST

Entity Name: _____ Fund Cluster: _____

Office/Section : DLLU PR No.: **11-11523** Date: **30 NOV 2023**
 Responsibility Center Code : _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Duration : Half-day 1.) Food requirements for 50 persons (appetizer, soup, mains, dessert, drinks and others) - Table wares, glassware and cutleries - Tablecloths and linens - Tables and Chairs - Floral arrangements and styling of the venue (i.e. table top arrangements, floral stands) - Welcome board 2.) Uniformed waiters 3.) Approved Budget is PHP 100,000.00 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	50		P100,000.00

Note: total ABC shall include other charges (delivery, VAT, and other charges) Total : P100,000.00

Purpose : Procurement of Catering Services for the Meeting with DFA budget sponsors from the Senate of the Philippines hosted by the Secretary for Foreign Affairs, chargeable against DLLU's FY2023 Regular Appropriations under Representation Expenses.

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