
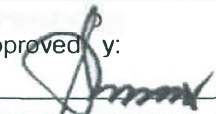


PURCHASE REQUEST

Entity Name: _____ Fund Cluster: _____
 Office/Section : DLLU PR No.: **02-02424** Date: **08 FEB 2024**
 Responsibility Center Code : _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	1. Event details: Date and Time: 20 February 2024 Location: Department of Foreign Affairs, Roxas Blvd, Pasay City 2. Amenities Uniformed and well-trained wait staff Chef Service on site Floral Centerpieces Bar service, which includes Mineral water and Ice, hi-ball, wine glasses, and goblets 3. Buffet Menu - One (1) Salad Course - One (1) Pasta Course - Main Course (Beef, Chicken, Fish and Rice Pilaf) - Three (3) Dessert - Beverages (Iced Tea, Coffee and Tea) 4. No. of Pax: 10 pax 5. Approved Budget: PHP 60,000.00 Quoted price should be in Philippine peso and should include all taxes, duties and/or levies payable; and Bidders should accept a send-bill payment arrangement.	10		60,000.00

Note: total ABC shall include other charges (delivery, VAT, and other charges) **Total: P60,000.00**

Purpose :	Procurement of Catering Services for the Lunch Meeting with Members of the Senate Hosted by the Secretary for Foreign Affairs	
Signature :	Requested by: 	Approved by: 
Printed Name :	<u>KARLO S. BERME</u>	<u>ADRIAN BERNIE C. CANDOLADA</u>
Designation :	Property Officer	Assistant Secretary