



PURCHASE REQUEST

Entity Name: _____ Fund Cluster: _____
 Office/Section : DLLU PR No.: **02-02524** 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 - Complete buffet setup with basic centerpiece for Heavy Cocktails Package - High Cocktail Tables with tea candles and centerpiece - Bar service, which includes Mineral water and Ice, hi-ball, wine glasses, and goblets 3. Menu - Five (5) savoury canapes - Two (2) sweet canapes Beverage 4. No. of Pax: 70 pax 5. Approved Budget: PHP 150,000.00 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.	70		₱150,000.00

Note: total ABC shall include other charges (delivery, VAT, and other charges) **Total : ₱150,000.00**

Purpose :	Procurement of Catering Service During the Policy Address by a Philippine Senator	
Signature :	Requested by: 	Approved by: 
Printed Name :	KARLO S. BERME	ADRIAN BERNIE C. CANDOLADA
Designation :	Property Officer	Assistant Secretary