

Department of Foreign Affairs
Agency

05 MAR 2024

03-01724

Department : Office of Consular Affairs

PR No. _____

Date: _____

Section : Office of the Assistant Secretary

SAI No. _____

Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Catering services for the seminar hosted by OCA-GAD celebration of Women's Month on 23 March 2024			₱ 175,000.00
		Food for 150 participants			
		Morning Snacks (sandwich, pasta, and bottled water)			
		Lunch Buffet (beef, chicken, Salad, rice, dessert, and two rounds of ice tea)			
		Afternoon Snacks (sandwich, pasta, and bottled water)			
		Free flowing coffee with creamer and sugar			
		Round Tables and Chairs for 150 participants			
		Registration Table			
		Scope of Work:			
		Ingress at least 1 to 2 hours before the program			
		Ensure quality food and drink prior to actual serving and cleanliness of dinnerware and utensils to be used			
		Must have at least six (6) staff/servers for the assistance in distribution of food and utensils and one (1) coordinator			
		Egress immediately after the program			
Total					₱ 175,000.00

Purpose: To be served during the event for the Women's Month Celebration

Signature	Requested By: 
Printed Name :	ANA ANGELA C. CABILLAN
Designation :	Principal Assistant & GAD Focal Point Office of the Assistant Secretary