0 4 APR 2024

PURCHASE REQUEST

04-01024

Entity Name: _____		**Fund Cluster:** _____	
Office/Section : **DLLU**	**PR No.:** _____ **Responsibility Center Code :** _____		Date:

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	1. Event details: **Date and Time: 23 April 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 Food A. Buffet Menu: 10 Pax - 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) B. Packed Meal: 15 Set One (1) Main Entree (Beef) and Rice Pilaf One (1) Pasta One (1) Side Dish One (1) Dessert 4. 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.	