

03 APR 2024

PURCHASE REQUEST

04-01624

Entity Name: _____

Fund Cluster: _____

Office/Section : DLLU

PR No.: _____

Date: _____

Responsibility Center Code : _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	<p>1. Event details: Date and Time: 23 April 2024 Location: Department of Foreign Affairs, Roxas Blvd, Pasay City</p> <p>2. Amenities Uniformed and well-trained wait staff Chef Service on site High Cocktail Tables with tea candles Complete buffet setup with centerpiece Bar service, which includes Mineral water and Ice, hi-ball, wine glasses, and goblets</p> <p>3 Food Three (3) cold savory canapes Two (2) hot savory canapes Two (2) sweet canapes Beverages (iced tea and purified water)</p> <p>4. Approved Budget: PHP 165,000 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.</p>	200		165,000.00

Purpose : Procurement of Catering Services for the Foreign Policy Address entitled "New Initiatives to Grow Business in the Philippines", Featuring House Speaker Ferdinand Martin Romualdez as Guest of Honor and Speaker, 23 April 2024

<p>Requested by:</p> <p>Signature : </p> <p>Printed Name : KARLO S. BERME</p> <p>Designation : Property Officer</p>	<p>Approved by:</p> <p></p> <p>ARVIC V. AREVALO Acting Head of Office</p>
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