

PURCHASE REQUEST

07-01924

Fund Cluster:

Entity Name:

Office/Section :
DLLU

PR No.:
Responsibility Center Code :

Date: 08 JUL 2024

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	<p>1. Event details: Date and Time: 29 July 2024 (10:00 am - 2:00pm) Location: Department of Foreign Affairs Roxas Blvd. Pasay City</p> <p>2. Amenities Uniformed and well trained wait staff Chef Service on site Tables and chairs with tea candles and centerpiece Table wares, Glassware and cutleries Tablecloth and linens Floral arrangements and styling of the venue (i.e. table top arrangements, floral stands) Welcome board</p> <p>3. Food requirements for 75 persons with 10% buffer - Appetizer, Soup, Mains (Beef, Chicken, Fish), Pasta, Two (2) Desserts, One (1) Sandwich, Beverages (Unlimited Iced Tea/Juice and Mineral Water) and Free Flowing Coffee</p> <p>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>	75		150,000.00

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

Purpose: Procurement of Catering Services for the DFA FY 2025 Budget Briefing for House of Representatives Sponsors.

Signature :	Requested by:	Approved by:
	 DONALD D. OCAMPO Property Officer	 ADRIAN BERNIE C. CANDOLADA Assistant Secretary
Designation :		