



21 AUG 2024

## PURCHASE REQUEST

08-06324

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:  <b>Date and Time: 11 September 2024 (10:00 AM - 2:00 PM)</b>  Location: 14th Floor, Bulwagang Elpidio Quirino,  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)</p> <p>3. Food requirements for 50 persons with 10% buffer  <b>Buffet Lunch</b> - Soup, Mains (Beef, Pork, Fish), Two (2)  Side Dishes, Two (2) Desserts, 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>	50		100,000.00
<b>Note: Total ABC shall include other charges (delivery, VAT, and other charges)</b>				<b>Total:</b>	<b>100,000.00</b>
Purpose:	Procurement of Catering Services for the DFA FY 2025 Budget Briefing for Senate Sponsors.				
Signature :	Requested by:		Approved by:		
Printed Designation	 <b>DONALD D. OCAMPO</b> Property Officer		 <b>ADRIAN BERNIE C. CANDOLADA</b> Assistant Secretary		