

PURCHASE REQUEST

09-02624

Entity Name:

Fund Cluster:

Office/Section : DLLU	PR No.: Responsibility Center Code :	Date: 09 SEP 2024
---------------------------------	---	-----------------------------

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	<p>1. Event details: Date and Time: 19 September 2024 (7:00 am - 11:00am) 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 Buffet Breakfast - Soup, Mains (Beef, Pork, Chicken), 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

Note: Total ABC shall include other charges (delivery, VAT, and other charges) **Total: 100,000.00**

Purpose: Procurement of Catering Services for the DFA FY 2025 Senate Committee Level Budget Hearing

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