

PURCHASE REQUEST

09-06724

Entity Name:

Fund Cluster:

Office/Section :
DLLU

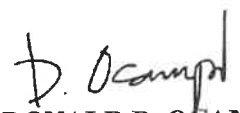

PR No.:
Responsibility Center Code :

Date:
16 SEP 2024

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	<p>1. Event details: Date and Time: 01 October 2024 (9:00 AM - 2:00 PM) Location: 14th Floor Bulwagang Elpidio Quirino (BEQ), Department of Foreign Affairs, Roxas Boulevard, Pasay City</p> <p>2. Amenities Uniformed and well trained wait staff Chef Service on site Tablecloth, linens, table top arrangements, and centerpiece Table wares, glassware and cutleries</p> <p>3. Food requirements for 100 persons with 10% buffer</p> <p>-Two (2) Appetizer -Soup -Rice</p> <p style="padding-left: 40px;">Mains</p> <p>-Beef -Pork -Chicken -Fish</p> <p>-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>	100		130,000.00

Note: Total ABC shall include other charges (delivery, VAT, and other charges) **Total: 130,000.00**

Purpose: Procurement of Catering Services during DFA Senior Officials' Huddle on 1 October 2024

Signature : Printed Name Designation :	Requested by: <div style="text-align: center;">  DONALD D. OCAMPO Property Officer </div>	Approved by: <div style="text-align: center;">  ADRIAN BERNIE C. CANDOLADA Assistant Secretary </div>
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