

## PURCHASE REQUEST

Entity Name:

Fund Cluster:

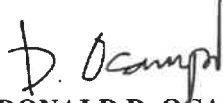

Office/Section :  
DLLU

PR No.:  
Responsibility Center Code :

10-05024

Date:  
17 OCT 2024

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<p>1. Event details: <b>Date and Time: 08 November 2024 (1:00 PM - 5:00 PM)</b> Location: Ground Floor Bulwagang Apolinario Mabini (BAM), Department of Foreign Affairs, Roxas Boulevard, Pasay City</p> <p>2. Amenities 2.1 Bulwagang Apolinario Mabini Lobby Uniformed and well trained wait staff Chef Service on site Cocktail Tables with linen and tea candles Complete buffet setup with centerpiece Bar service, which includes mineral water and ice, hi-ball, wine glasses, and goblets</p> <p>2.2 Office of the Secretary - Conference Room   Uniformed and well trained wait staff Chef Service on site Table wares, glassware and cutleries Tablecloth, linens, table top arrangements, and centerpiece Bar service, which includes mineral water and ice, hi-ball, wine glasses, and goblets Plated service</p> <p>3. Food 3.1 Food requirements for 200 persons with 10% buffer (Bulwagang Apolinario Mabini Lobby) One (1) sandwich Two (2) hot savory canapes Two (2) sweet canapes Beverages, coffee, iced tea and purified water</p> <p>3.2 Food Requirements for Private tête-à-tête of Secretary Manalo and Senator Pimentel One (1) sandwich or one (1) pasta dish Two (2) hot savory canapes Two (2) sweet canapes Beverages, coffee, iced tea and purified water</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>			300,000.00
	pax	3.1 Food requirements for 200 persons with 10% buffer (Bulwagang Apolinario Mabini Lobby) One (1) sandwich Two (2) hot savory canapes Two (2) sweet canapes Beverages, coffee, iced tea and purified water	200		
	pax	3.2 Food Requirements for Private tête-à-tête of Secretary Manalo and Senator Pimentel One (1) sandwich or one (1) pasta dish Two (2) hot savory canapes Two (2) sweet canapes Beverages, coffee, iced tea and purified water	10		

<i>Note: Total ABC shall include other charges (delivery, VAT, and other charges)</i>		<b>Total:</b>	<b>300,000.00</b>
Purpose:	Procurement of Catering Services during Foreign Policy Address featuring Senator Aquilino "Koko" Pimentel III as Guest Speaker on 08 November 2024		
Signature :	Requested by:	Approved by:	
Printed Name	 <b>DONALD D. OCAMPO</b>	 <b>ADRIAN BERNIE C. CANDOLADA</b>	
Designation :	Property Officer	Assistant Secretary	