



PURCHASE REQUEST

Fund Cluster:		Date: 3 0 OCT 2024			
Entity Name:		10-09624			
Office/Section :	PR No.:	Responsibility Center Code :			
DLLU					
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	<p>1. Event details: Date and Time: 12 November 2024 (7:00 to 11:00 AM) Location: Bulwagang Elpidio Quirino, 14th Floor, Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City</p> <p>2. Amenities Uniformed and well trained wait staff Chef Service on site Tables and chairs with table top arrangements, tea candles, floral arrangements and centerpiece Tablecloth and linens Table wares, Glassware and cutleries</p> <p>3. Food requirements for 50 persons with 10% buffer Buffet Breakfast - Soup, Rice, 2 Side Dishes, Mains (Beef, Chicken, and Fish), Dessert (fresh fruits in season), Beverages (Unlimited Iced Tea/Juice and Mineral Water) and Free Flowing</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 Plenary Budget Deliberations on 12 November 2024					
Requested by:		Approved by:			
 DONALD D. OCAMPO Property Officer		 ADRIAN BERNIE C. CANDOLADA Assistant Secretary			
Signature :					
Printed					
Designation					