

**PURCHASE REQUEST**  
Department of Foreign Affairs  
 Agency

**11-00124**  
 PR No.:  
 SAI No.: 04 NOV 2024



Department: OPD

Section: ADMINISTRATIVE

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<b>Catering Service Package for Cocktail Reception</b>			
		<b>LOCATION : DFA-Bulwagang Apolinario Mabini</b>			
		<b>DATE (tentative): 11 December 2024, 3:00-5:00 pm</b>			
		<i>*Date to be finalized</i>			
		Modernized Philippine dishes and drinks (alcoholic and non-alcoholic) highlighting local ingredients good for 250 pax:			
	<b>pax</b>	<ul style="list-style-type: none"> <li>- Menu Choices for bite-sized traditional world-class Filipino cuisines;</li> <li>- 4 choices savory dishes, 2 choices of Filipino desserts, 3 choices of beverages with Philippine fruit juices, wine and water;</li> <li>- Managed buffet table set-up and pass-around service;</li> <li>- High cocktail tables with dark linen and appropriate centerpieces;</li> <li>- Food labels;</li> <li>- Personnel/staff preferably dressed in Filipino-themed attire;</li> <li>- Waiting Staff for pass-around service</li> </ul>	<b>250</b>		
		<b>Other Details, including Delivery, are enumerated in the attached Terms of Reference</b>			
		XXXXXXXX NOTHING FOLLOWS XXXXXXXX			

**ABC:** **P 500,000.00**

**Purpose:** Catering Service Package for Cocktail Reception for the Launching of the Soft Power Roadmap

Requested by:  <b>MARIA THERESA J. F. ALBANO</b> Administrative Officer	Approved by:  <b>ARVIN R. DE LEON</b> Assistant Secretary
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Printed Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_