

## PURCHASE REQUEST

Entity Name:

Fund Cluster: **28 NOV 2024**

Office/Section :  
DLLU

PR No.:  
Responsibility Center Code :

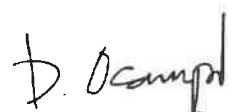

11-10724

Date:

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Procurement of Catering Services <b>1. Event details:</b> <b>Date and Time: 10 December 2024 (10:00 AM - 2:00 PM)</b> Location: Ground Floor Bulwagang Apolinario Mabini (BAM), Department of Foreign Affairs, Roxas Boulevard, Pasay City  <b>2. Amenities</b> Complete buffet setup Cocktail tables with linen Uniformed and well trained wait staff  <b>3. Food</b> Cocktails good for 150 person with 10% buffer Four (4) hot savory canapes Two (2) sweet canapes  Beverages: one (1) round of: -Iced tea/Lemonade -Coffee and Tea -Purified water  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.	1		200,000.00

**Note: Total ABC shall include other charges (delivery, VAT, and other charges)** **Total: 200,000.00**

Purpose: Procurement of Catering Services during Foreign Policy Address featuring Senator Loren Legarda as Guest Speaker on 10 December 2024

Requested by:  Signature :  Printed Name : <b>DONALD D. OCAMPO</b> Designation : Property Officer	Approved by:   <b>ADRIAN BERNIE C. CANDOLADA</b> Assistant Secretary
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