

PURCHASE REQUEST

Entity Name: _____ Fund Cluster: _____

Office/Section:	PR No.: <u>2025.04.0159</u>	Date: <u>04 APR 2025</u>
	Responsibility Code: _____	

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		FRAUD DETECTION TRAINING			P 225,000.00
		Duration: Two days (8:00 a.m to 5:00 p.m.) Date: 26 April 2025 and 03 May 2025			
		1. Food requirements for 90 pax.			
		1.1 AM and PM Snacks:			
		Sandwich or Pasta or noodles and Bottled Water and Juice			
		1.2 Packed Lunch:			
		Rice, Atleast two (2) Main Dish (Beef, Chicken, Seafood), Vegetable Salad, Dessert and One (1) canned soda or one (1) iced tea and Bottled water			
		2. Flowing coffee and assorted mint candies during the entire program			
		3. Ensure the quality of food on the day of the event and must be delivered 1-2 hours before the scheduled event			
		4. Provide tablecloths and linens, properly arranged in a classroom-type setup before the event.			
		5. Ensure that utensils included in packed meals are clean and sanitized.			
		6. At least (6) server/staff for the assistance in distribution of packed meals and utensils			
		7. The service provider shall abide by any changes in event details (e.g. venue, date, quantity, etc.) which will be conveyed by the End user at least one (1) week before the event.			
		8. Ingress at least 1 to 2 hours before the program Egress immediately after the program			
		9. Send Bill Arrangement based on government terms.			
				TOTAL:	P 225,000.00

Purpose: To be served during the Fraud detection training at Department of Foreign Affairs - Double Dragon Tower
8:00 AM to 5:00 PM on 26 April 2025 and 03 May 2025.

Signature :	Requested by:	Approved by:
Printed Name :	 CHARLIE FLORIAN T. PRENICOLAS	 MA. ANTONINA M. MENDOZA-OBLENA
Designation :	Acting Passport Director	Assistant Secretary, OCA