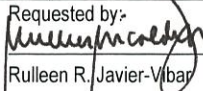



PURCHASE REQUEST					
Entity Name: Department of Foreign Affairs			Fund Cluster: _____		
Office/Section : OSEC		PR No.: 2025.07.0534		Date: 04 JUL 2025	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Procurement of Catering Services 1. Event Details • Date and Time: 15 July 2025; 10: 30am • Location: Ground Floor, Department of Foreign Affairs, Double Dragon Tower, Pasay City 2. Amenities • Complete buffet cocktail setup (2 stations-with centerpiece) • Cocktail tables with linen (15 tables w/ centerpiece) • Uniformed and well trained waiter/staff 3. Food requirement • Cocktails good for 65 persons • 3 Hot and 3 cold canapes • desserts/ sweet canapes Beverages: free-flow: • Iced tea/lemonade • 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 (see TOR)	1		250,000.00
		xxxxxxnothing followsxxxxxx			
Note: Total ABC shall include other charges (delivery, VAT, and other charges)				TOTAL ABC	PHP250,000
Purpose: Procurement of Catering Services for the Cocktail Reception to be hosted by the Incoming Secretary for Foreign Affairs with Heads of Diplomatic and Honorary Consular Mission on 03 July 2025.					
Signature :		Requested by: 		Approved by: 	
Printed Name :		Rulleen R. Javier-Vibar		Shirley L. Flores-Imperial	
Designation :		Assistant		Chief of Staff	

TERMS OF REFERENCE/TECHNICAL SPECIFICATION

Please refer to the following requirements:

1. Event Details

- Date and Time: 15 July 2025, 10: 30 a.m.
- Location: Ground Floor, Department of Foreign Affairs, Double Dragon Tower, Pasay City

2. Amenities

- Complete buffet cocktail setup (2 stations-with centerpiece)
- Cocktail tables with linen (15 tables w/ centerpiece)
- Uniformed and well trained waiter/staff

3. Food requirement

- Cocktails good for 65 persons
- 3 Hot and 3 cold canapes
- Dessert/sweet canapes
- Free-flow iced tea / lemonade
- Purified water

4. Glasses for red, white and sparkling wines (at least 80 pieces)

5. Authorized Signatory:

Shirley L. Flores-Imperial, Chief of Staff, Office of the Secretary

6. Approved Budget: PHP 250,000.00

7. Quoted price should be in Philippine Peso and should include all taxes, duties and/ or levies payable;

8. Bidders should accept a **send-bill payment arrangement;**

9. Payment will be done in compliance with the government prescribed accounting and auditing requirements;

- Bidders shall comply with the technical specifications attached to the Request for Quotation/TOR; and
 - The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground. The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. 9184), otherwise known as the Government Procurement Reform Act. Bidders must provide a copy of the latest PHILGEPS Certificate of Membership, Business/Mayor's Permit and latest Income Tax Return (ITR).
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