

## PURCHASE REQUEST

Entity Name: Department of Foreign Affairs (DFA)

Fund Cluster: \_\_\_\_\_

Office/Section: <u>OCA-ASEANA</u>		PR No.: <u>2025-07-0537</u>		Date: <u>04 JUL 2025</u>	
<u>FAD-PROCUREMENT UNIT</u>		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	PAX	<b>Catering Services</b> Food Buffet for 80 participants Date: 31 July 2025 Event Proper: 9:00 AM - 12:00 NN Venue: DFA, Double Dragon Tower, EDSA Extension, Pasay City, Metro Manila Ingress: At least 3 hours before event proper - Menu must include food from French cuisine <b>Meal inclusions:</b> - <u>Appetizer:</u> - Pastries - Salad with at least two (2) dressings - Vegetarian Soup - <u>Mains:</u> - Angus Beef with Sauce - Chicken with Sauce - Steamed Rice - <u>Dessert:</u> Fresh Fruits <b>Beverage:</b> - One Round Iced Tea - Coffee Station <b>Other Inclusions:</b> - Provide at least 25 pieces of 6ft x 2ft beige tablecloth, clean and free of holes - At least three (3) well-trained waiters in uniform - At least one (1) banquet captain to assist during the event - At least one (1) chef to assist during the event - Neatly arranged buffet table with beige & gold linen table cloth and cutlery properly arranged and sanitized - Buffet table decorations; orchids, lavenders, and succulents - Food tasting for 2 pax or more before the event with no additional cost to the Department - Supplier will submit pictures of the individual dishes together with the quotation during the RFQ period.  <b>Disclaimer:</b> - Submitted Menu is subject upon approval of End-User  <b>Payment Terms:</b> Send Bill Arrangement	80		132,000.00
Approved Budget for the Contract (ABC) =					PhP132,000.00
Purpose: <u>The purpose is procure catering services for the Office of Consular Affairs (OCA's) Hosting of the Monthly HUDDLE meeting at the Department of Foreign Affairs' (DFA) Main Office, DoubleDragon Tower on 31 July 2025.</u>					
Requested by: Signature : <u><i>Ava Elsa B. Arcilla</i></u> Printed Name : <u>AVA ELSA B. ARCILLA</u> Designation : <u>Administrative Officer</u>			Approved by: <u><i>MA. ANTONINA M. MENDOZA-OBLENA</i></u> <u>MA. ANTONINA M. MENDOZA-OBLENA</u> <u>Assistant Secretary</u>		