



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : 163-1-831-2024-2-0-1

PR No.: STF-2024-03-00753

Date: 03-04-2024

Dept./Office: ODI

Category: Food & Food
 Ingredients

Section/End-User: Maria Louella C. Tambis

Funding Source: Special Trust Fund

Project Title/Code: IO-2024-IA Fireside Chat

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost									
1	Assorted Coffee/Milk & Chocolate powder	packs	2	2,200.00		4,400.00									
2	Dinner	person	16	250.00		4,000.00									
Specification: Dinner • <i>Rice</i> • Italian Herbed roast Chicken • Seafood Curry (Fish, Shrimp, Squid and Shells) • Penne pasta • Lettuce, Avocado, Boiled Egg, Tomatoes and Cucumber Salad • Buko/Mango Pandan Salad • <i>bottled water</i> With Venue inside VSU campus															
<table><tr><th>Item</th><th>Specification</th><th>Quantity</th></tr><tr><td>Coffee (3-in-1)</td><td>1 tie (12 sachet 28g)</td><td>15 ties = 1 pack</td></tr><tr><td>Chocolate powder</td><td>1 tie (12 sachet 24g)</td><td>10 ties = 1 pack</td></tr></table> <i>Cost 2145 too high!</i>							Item	Specification	Quantity	Coffee (3-in-1)	1 tie (12 sachet 28g)	15 ties = 1 pack	Chocolate powder	1 tie (12 sachet 24g)	10 ties = 1 pack
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Coffee (3-in-1)	1 tie (12 sachet 28g)	15 ties = 1 pack													
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3	Lunch (Buffet Style) Menu#2	pcs	180	250.00		45,000.00									
Specification: • Rice • Humba • Chopsuey • Fish • Vegetable Salad • Softdrinks With free venue for dining (tables and chairs) Buffet Style															
4	Snacks AM	set	180	80.00		14,400.00									
Specification: • Meat Bread • Softdrinks															
5	Snacks PM	packs	180	80.00		14,400.00									
Specification:															

- Empanada
- Softdrinks

81,802

TOTAL

82,200.00

Purpose: Centennial Celebration- Academe and Industry Fireside Chat (March 20, 2024)

Checked by:

LYNETTE C. SIMAFRANCA

Mar. 5, 2024

Funds Available:

ALICIA M. FLORES

TWG - Food & Food Ingredients

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

MARIA LOUELLA C. TAMBIS

Noted by:

ALAN B. LORETO

UNIT HEAD, PROJECT LEADER

Approved by:

DANIEL LESLIE S. TAN

PRESIDENT, VSU

3/5/24