



PURCHASE REQUEST
OFFICE OF CIVIL DEFENSE

Agency

Division: Operations Section
Section: Operations Section

PR No. : 2021-08
SAI No. :
AL OBS No. :

247

Date: 08/16/2021
Date: _____
Date: _____

Quantity	Unit	Item Description	Stock No	Estimated Unit Cost	Estimated Cost																																
	lot	<p>PROVISION OF MEALS / CATERING SERVICES</p> <p>Name of Event: Supply and Delivery of Packed Meals to be served at the Carmona Mega Isolation Facility (CarSiGMA Gymnasium)</p> <p>Location: CarSiGMA Gymnasium, Brgy. Lantic, Carmona, Cavite</p> <p>Date of Event: _____</p> <p>Delivery Date/s and Time/s: To commence delivery on 25 August 2021. Duration is minimum of 14 days but not to exceed 11 October 2021 or until the contract price is fully consumed</p> <p>Delivery Site/s: CarSiGMA Gymnasium, Brgy. Lantic, Carmona, Cavite</p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Meal / Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Remarks</th> <th>Unit Cost</th> <th>Estimated Cost</th> </tr> </thead> <tbody> <tr> <td>150</td> <td>Breakfast</td> <td>Packed</td> <td>-</td> <td>Based on the suggested Meal Plan (dessert are preferably fruits) served with two 500ml bottled water</td> <td>100.00 per meal</td> <td>150 pax x PhP100.00 x 48 days</td> <td>720,000</td> </tr> <tr> <td>150</td> <td>Lunch</td> <td>Packed</td> <td>-</td> <td>Based on the suggested Meal Plan (dessert are preferably fruits) served with two 500ml bottled water</td> <td>120.00 per meal</td> <td>150 pax x PhP120.00 x 48 days</td> <td>864,000</td> </tr> <tr> <td>150</td> <td>Dinner</td> <td>Packed</td> <td>-</td> <td>Based on the suggested Meal Plan (dessert are preferably fruits) served with two 500ml bottled water</td> <td>120.00 per meal</td> <td>150 pax x PhP120.00 x 48 days</td> <td>864,000</td> </tr> </tbody> </table> <p>Other Requirements:</p> <ul style="list-style-type: none"> -Serving Time: Breakfast - 6:30 AM Lunch - 12:00 NN Dinner - 6:30 PM - Delivery time is at least 1 hour ahead of serving time -Packed in individual biodegradable container, sealed, clean with cutlery and napkin -Number of deliveries shall be based on a minimum 250 meal servings per day -Due notice will be given to the service provider for any additional order and shall not incur any charges in the delivery except for the number of meal orders x amount per meal -For other requirements please refer to the attached Terms of Reference <p>Payment: Must accept SEND BILL policy as payment for services</p>	No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Remarks	Unit Cost	Estimated Cost	150	Breakfast	Packed	-	Based on the suggested Meal Plan (dessert are preferably fruits) served with two 500ml bottled water	100.00 per meal	150 pax x PhP100.00 x 48 days	720,000	150	Lunch	Packed	-	Based on the suggested Meal Plan (dessert are preferably fruits) served with two 500ml bottled water	120.00 per meal	150 pax x PhP120.00 x 48 days	864,000	150	Dinner	Packed	-	Based on the suggested Meal Plan (dessert are preferably fruits) served with two 500ml bottled water	120.00 per meal	150 pax x PhP120.00 x 48 days	864,000	1		
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		TOTAL			P 2,448,000																																

Purpose: Supply and Delivery of Packed Meals to be served at the Carmona Mega Isolation Facility (CarSiGMA Gymnasium)

Requested by:

Signature:

Printed Name: **REYAN DERRICK C. MARQUEZ**

Designation: Chief, DRRM Div

Approved by:

DIR MARIA THERESA R ESCOLANO, MNSA
Regional Director, OCD 4A

*NOTE: PRs must be submitted to BAC Sec at least 30 days prior to the activity to include photocopy(ies) of APP and APB