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PR-2023-0717-131453



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

## PURCHASE REQUEST

IP No. : 58-1-1083-2023-6-0-8

PR No.: STF-2023-07-01204

Date: 07-17-2023

t./Office: OP

Category: Food & Food  
 Ingredients

tion/End-User: Les Andre B. Pamaos

Project Title/Code: OP-2023-Graduation

ding Source: Special Trust Fund

Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
Meals and Snacks for President's Tribute and Graduation (Aug 2-4, 2023)	lot	1	160,550.00		160,550.00

### Specification:

#### August 2, 2023 Tribute

Lunch: 102pax @ 250/pax

Menu: Rice, Beef with broccoli, Pork egado, Vege Salad, Watermelon/pineapple, Calamansi juice with cucumber, Water

Snacks for Honors &amp; parent: estimated 395 students x 2 = 790 @ 75/pax

Menu: Meatbread + brownies + water

Snacks for guests 112 @ 100/pax

Menu: Empanaditas (2) with tissue, Canned juice/Water (four seasons – del monte)

Snacks for working committees, security, marshalls 100pax @ 75

Menu: Meatbread and water

#### August 3, 2023: Graduation 5pm

Snacks for VIPs: 75pax @ P100/pax – Refreshment Corner

Menu: Cheese sticks, granola/fitbar, nutribar, Cakes (Butter scotch, chocolate, banana), Baked Empanaditas, Canned Juice (four seasons), Water

Snacks afternoon:

Working committees, marshalls, LED etc. 134 pax @ 75/pax

Menu: Siopao + water

Snacks afternoon (Security/ROTC) 75 pax @ 50/pax

Menu: Tuna sandwich + water

Dinner: 70 pax @ 250/pax

Menu: Rice, Pancit molo soup, Beef strips with bell pepper, Baked or steamed fish, Garlic Buttered Chicken, Garden Fresh Salad with thousand island dressing, Pineapple, Calamansi Juice w/carrots, Bottled Water

Packed Dinner: 140 pax @P120/pax

Menu: Rice + Fried Chicken + Bam-e , Water

**August 4, 2023: (in case there are guests who would stay overnight)**

Breakfast: 10 pax @ 150.00/pax

Bread/Rice, Butter/Jam, Egg sunny side up, Corned beef, Danggit, Pipino + lettuce + grapes salad with dressing, Brewed Coffee/milo/tea (no 3n1), Papaya, Water

NOTE: Lunch and Dinner should be served at the VSU Guesthouse. With venue inside the campus with tables and chairs. Price quotation should include venue rental.

	<b>TOTAL</b>					<b>160,550.00</b>
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Purpose: Meals and Snacks for Graduation and President's Tribute

Checked by:

*See 7/17/23*  
LYNETTE C. CIMA FRANKA  
**CHELYN G. ESTILLORE**

Funds Available:

*See 7/17/23*  
**ALICIA M. FLORES**

TWG - Food & Food Ingredients

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**LES ANDRE B. PAMAOS**

END USER

Noted by:

**ALLEN GLENNIE P. LAMBERT**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU