



## **REQUEST FOR QUOTATION (RFQ)**

22 October 2021

Dear Sir/Madame:

Good day!

The Department of Foreign Affairs - Office of Protocol (OP) will be having its **Virtual Gender and Development (GAD) Activity** on **28 and 29 October 2021**. In view of this, OP would like to request for quotation with the following requirements:

1. One (1) lunch set for 100 pax including delivery to the DFA on 28 October 2021.
2. One (1) lunch set for 100 pax including delivery to the DFA on 29 October 2021.
3. At least three (3) menu proposals for lunch with the following food requirements:
  - Bento boxes
  - Salad/Appetizer
  - Fish, chicken, or pork for main course
  - At least one dessert
  - Juice or soda
4. Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable.
5. Working Budget: PhP330,000.00
6. Bidders should accept a send-bill payment arrangement.
7. Must be PHILGEPS member and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984: Latest Business/Mayor's Permit, Copy of PHILGEPS Certificate of Membership and Latest Income Tax Return
8. Authorized Signatory: **Mr. Vicente Vivencio T. Bandillo**  
Assistant Secretary  
Office of Protocol

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.

Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **25 October 2021**.

Open quotations may be submitted through [op.div1@dfa.gov.ph](mailto:op.div1@dfa.gov.ph).

For further information, feel free to call us at 09278702484.

Thank you very much and we hope to get feedback from you soon.

Truly yours,

  
**DONNA MAYA V. SIONGCO**  
Protocol Officer, Socials Division  
Office of Protocol