

OFFICE OF PROTOCOL

REQUEST FOR QUOTATION (RFQ)

02 August 2023

Sir/Madame:

Greetings!

The Department of Foreign Affairs - Office of Protocol and Office of Public and Cultural Diplomacy kindly will host a cultural immersion activity for Non- Resident Ambassadors entitled "Mesmerizing Manila".

In this regard, this Office requests a quotation following the attached terms of reference for this procurement. Quotation should not exceed the Approved Budget for Contract (ABC) of Php 300,00.00 only. 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 **7 August 2023, 1200H.**

For further information, feel free to call us at (02) 8834-4000 local 4245 or 09190949150 or send an email to op@dfa.gov.ph

Thank you very much and we hope to receive feedback from you as soon as possible.

Sincerely yours,

JEDDALYN V. LUIS- VILLAPANDO
Property Officer

Pasay City, 02 August 2023

f.2 Snack at Barbara's Restaurant

- Secure reservation at Barbara's Restaurant
- Menu subject for the approval of the DFA- OP
- Seat plan/ table arrangement will be handled by DFA- OP, Socials Division
- Dietary restrictions will be provided by DFA- OP, Socials Division, if any.

g. Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable.

h. Bidders should accept a **send-bill payment arrangement**.

i. Authorized Signatory: **Francisco Noel R. Fernandez III**
Assistant Secretary
Office of Protocol

j. Must be **PHILGEPS member** and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984:

- Proof of valid PhilGEPS registration;
- Copy of current Mayor's Permit;
- Copy of BIR Certificate of Registration;
- Copy of latest Income Tax Return

Contact Persons/ Details: Ms. Jeddalyn V. Luis-Villapando (02) 8834-4245/
op@dfa.gov.ph
