



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**DEPARTMENT LEGISLATIVE LIAISON UNIT**  
REQUEST FOR QUOTATION

02 August 2023

Sir/Madam:

The Department Legislative Liaison Unit (DLLU) of the Department of Foreign Affairs plans to procure catering services during the briefing for DFA budget sponsors from the House of Representatives on 9 August 2023.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the above-mentioned procurement. The Department accepts open quotations submitted directly through the email address given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of One Hundred Thirty Thousand Pesos (PhP 130,000).

Should you require further clarification, please contact Mr. Karlo Berme through mobile phone no. 09610921791 or send a message through his email address [karlo.berme@dfa.gov.ph](mailto:karlo.berme@dfa.gov.ph).

Very truly yours,

  
**KARLO S. BERME**

Acting Administrative Officer

Deadline of the submission of quotations is on 07 August 2023, 12:00 noon.

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form (in company letterhead).
- Price quotation shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges.
- Payment will only be effected upon strict compliance with the government prescribed accounting and auditing requirements.
- Bidders shall comply with the technical specifications attached to the Request for Quotation.
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

Office of the Secretary  
DEPARTMENT LEGISLATIVE LIAISON UNIT

02 August 2023

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for catering services. The event is tentatively scheduled on 09 August 2023.

In view of the above, kindly refer to the following event requirements:

1. Food requirement for 80 pax (Buffet):

Lunch:

Wild Forest Mushroom Soup  
Salad Bar  
Chicken Scaloppine  
Braised Beef Bourguignon  
White River Fillet  
Ratatouille

Dessert:

Basque Burnt Cheesecake Fruits

Snack: Cheddar & Ham

Potato chips  
Linguini in Pink Tomato Soup

Drinks: One (1) Round of Iced Tea,  
Bottled water, Free Flowing Coffee and Hot Tea

2. Uniformed waiters;
3. Approved Budget is PHP 130,000.00
4. Quoted price should be in Philippine peso and should include all taxes, duties, and/or levies payable; and
5. Bidders should accept a send-bill payment arrangement.

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. Bidder must provide a copy of the latest PHILGEPS Certificate of membership, Business/ Mayor's permit and latest Income Tax Return (ITR).

Please quote your best offer, subject to the terms and conditions provided above. Your good office may send your quotation duly signed by the authorized representative not later than **07 August 2023** to [dllu@dfa.gov.ph](mailto:dllu@dfa.gov.ph).

I look forward to your continued cooperation on matters of mutual concern.

Sincerely,

Karlo Berme

Acting Administrative Officer  
Department of Legislative Liaison Unit