



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

DEPARTMENT LEGISLATIVE LIAISON UNIT
REQUEST FOR QUOTATION

08 August 2023

Sir/Madam:

The Department Legislative Liaison Unit (DLLU) of the Department of Foreign Affairs plans to procure catering services during the budget hearing of the DFA on 15 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 Seventy Five Thousand Pesos (PhP 75,000.00).

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.

Very truly yours,

Handwritten signature of Karlo S. Berme in blue ink.

KARLO S. BERME

Acting Administrative Officer

Deadline of the submission of quotations is on 11 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.



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TERMS OF REFERENCE

Catering Services

I.	BACKGROUND The Department Legislative Liaison Unit (DLLU) of the Department of Foreign Affairs plans to procure catering services during the budget hearing of the DFA on 15 August 2023. The Approved Budget for the Contract (ABC) is Seventy Five Thousand Pesos (Php 75,000.00) , inclusive of taxes, bank transfer charges, and other lawful fees.
II.	SCOPE OF WORK Provide catering services during the budget hearing of the DFA on 15 August 2023, at the House of Representatives, Quezon City.
III.	CATERER'S QUALIFICATIONS The caterer shall have the following minimum qualifications: <ol style="list-style-type: none">1. The Service Provider must have at least five (5) years of continuous experience in the catering business;2. The Service Provider must have proven its capacity to cater food to at least 500 pax in a single event;3. The Service Provider must be registered with PHILGEPS and can accommodate Send Bill arrangement as terms of payment;4. The Service Provider should have flexibility and responsiveness to changing events requirements (i.e., number of guests, change in date or venue or menu);5. The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations and6. The Service Provider should be accredited with the House of Representatives.
IV.	MENU SPECIFICATIONS A. Quantity: 50 pax B. Meals/Dishes suited for the occasion with adequate portions of each dish and using only Halal-certified ingredients. Preferably, the menu is composed of the following dishes: <ol style="list-style-type: none">a. Soupb. Mains: Filipino Dishes (beef, chicken, fish, noodles and vegetables)c. Beverages (bottled water, free flowing coffee and iced tea)d. Two (2) types of dessert;e. Packed snack (sandwich, salad and bottled water) C. Other requirements: <ol style="list-style-type: none">a. Table wares, glassware and cutleriesb. Cocktail tablesc. Tablecloths and linensd. Floral arrangements and styling of the venue (i.e. table top arrangements; floral stands)e. Welcome boardf. Service Staff



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V.	TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS <ol style="list-style-type: none">1. The dishes must be delivered at least three (3) hours before the event, and food service must be ready at least one (1) hour before the event.2. The dishes should be served warm.3. The Caterer shall prepare the food in consideration of the religious sensitivities and dietary restrictions of the consumers. The dishes should be properly labeled.4. The service is buffet style. Hence, the Caterer must provide enough personnel to manage the buffet area.5. The Caterer shall provide and set-up the following:<ol style="list-style-type: none">a. Buffet set up, including styling and floral arrangementsb. Tablecloths and other linensc. Table wares, glasswares and cutleries6. The Caterer shall ensure the quality, quantity, freshness, and palatability of the food and beverages to be served on the day of the event.7. The Caterer shall hand over the unconsumed food portions and provide containers for the food handling.8. The Caterer shall ensure that the work and assembly stations are clean and in order
VI	DOCUMENTARY REQUIREMENTS <p>Interested service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none">1. Menu proposal and price quotation2. PhilGEPS registration3. Valid Business Permit / Mayor's Permit4. Latest Income Tax Return
VII	TERMS OF PAYMENT <ol style="list-style-type: none">1. Send Bill arrangements based on government terms.2. Payment shall be made within sixty (60) working days upon the Caterer's submission of the sales invoice and complete supporting documents, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).3. All payments shall be inclusive of all applicable taxes, bank charges and other lawful charges.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, bank charges, and other applicable fees.
3. The **Approved Budget for the Contract (ABC) is Php 75,000.00**, inclusive of taxes and applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified.**
5. Compliance with the requirements is requested for the Department to consider your offer.
6. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.