DEPARTMENT LEGISLATIVE LIAISON UNIT

14 September 2023

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the Procurement of Catering Services during the House of Representatives Plenary-Level Deliberations of the DFA FY 2024 Budget. The event is tentatively scheduled on 27 September 2023.

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

1. Food requirement for 60 pax (Lunch Buffet and AM Snacks):

    - Soup
    - Mains: Filipino Dishes (beef, chicken, fish, noodles and vegetables)
    - Beverages (water, free flowing coffee, hot tea, hot chocolate and iced tea)
    - Three (3) types of dessert
    - AM snacks (assorted pastries and kakanin and bottled water)
    - Table wares, glassware and cutleries
    - Cocktail tables
    - Tablecloths and linens
    - Floral arrangements and styling of the venue (i.e. table top arrangements, floral stands)
    - Welcome board

2. Uniformed waiters;
3. Approved Budget is PHP 100,000.00;
4. Quoted price should be in Philippine peso and should include all taxes, duties, and/or levies payable;
5. Bidders should accept a send-bill payment arrangement; and
6. Accredited supplier with the House of Representatives

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 **19 September 2023** to bac.secretariat@dfa.gov.ph.

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

Sincerely,

KARLO S. BERME
Acting Administrative Officer
Department of Legislative Liaison Unit