



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Office of the Secretary
DEPARTMENT LEGISLATIVE LIAISON UNIT

20 September 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 26 September 2023.

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

1. Food requirement for 60 pax (Breakfast Buffet):
 - A. Continental and Filipino Breakfast
 - B. Beverages (water, free flowing coffee, hot tea and juices)
 - C. Fruits
2. Uniformed waiters;
3. Accredited supplier with the Senate of the Philippines;
4. Approved Budget is PHP 60,000.00
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 **25 September 2023** to bac.secretariat@dfa.gov.ph.

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

Sincerely,

(signed)
Karlo Berme
Acting Administrative Officer
Department of Legislative Liaison Unit