



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

Office of the Secretary  
DEPARTMENT LEGISLATIVE LIAISON UNIT

13 October 2023

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for catering services during the Training on Technical Writing for Committee Secretariat Staff of the Senate Committee Affairs Bureau on 19 and 26 October 2023.

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

Duration : Two days

- 1.) Food requirements for 50 pax (Buffet Lunch, AM and PM Snacks)
  - 1.1) Buffet Lunch
    - Soup
    - Mains (beef, fish, chicken and vegetables)
    - Beverages (water, free flowing coffee, hot tea and iced tea)
    - Two (2) types of dessert
  - 1.2) AM and PM Snacks
    - Sandwich and/or Pasta
  - 1.3) Drinks
    - Juice/Iced Tea and water, with free flowing coffee and tea

*Note: Please send at least 3 choices of menu*

- 2.) Uniformed waiters;
- 3.) Approved Budget is PHP 72,000;
- 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 suppliers with the Senate of the Philippines

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. The 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 **17 October 2023, 12:00 noon** to [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph).

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

Sincerely,  
  
**JAN MIKHAIL G. SOLITARIO**  
Administrative Officer  
Department of Legislative Liaison Unit