



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**Office of the Secretary**  
**DEPARTMENT LEGISLATIVE LIAISON UNIT**

31 October 2023

Dear Sir / Ma'am:

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for catering services during the Senate Plenary Deliberations of the DFA FY 2024 Budget on 09 November 2023.

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

Duration : One day

1. Food requirements for 100 pax (Buffet Lunch and/or Dinner)
  - 1.1. Buffet Lunch and/or Dinner
    - Soup
    - Mains (beef, fish, chicken, and vegetables)
    - Two (2) types of dessert
  - 1.2. AM and PM Snacks
    - sandwich and/or pasta
  - 1.3. Beverages
    - water, free flowing coffee, hot tea, hot chocolate and iced tea

Note: Please send at least 3 choices of menu

2. Uniformed waiters;
3. Approved Budget is PHP 100,000;
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. Bidders 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 November 2023** 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