



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES**

15 November 2023

Dear Sir/Madame,

In view of the Opening of the *Bulwagang Apolinario Mabini* (BAM) located at the Ground Floor, Department of Foreign Affairs (DFA), this Office intends to procure catering services for a cocktail reception on Tuesday, 19 December 2023 at the DFA, 2330 Roxas Boulevard, Pasay City.

In this regard, may we request you to provide your best offer and quotation for a catering service for 200 guests, subject to the attached Terms of Reference. You may submit your proposal and quotation, duly signed by you or your authorized representative, **on or before Monday, 20 November 2023, at 12 noon.**

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For any inquiry and the submission of the proposal and quotation please contact Ms. Herminia A. Comullo at telephone no. 09171861006 or send an email message to [oamss@dfa.gov.ph](mailto:oamss@dfa.gov.ph).

Very truly yours,

  
**PATRICK JOHN U. HILADO**  
Assistant Secretary