



Date: 17 November 2023

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

The Office of United Nations and International Organizations (UNIO), will undertake Procurement of Catering Services for Food Services including set-up for the following events in celebration of the 75th Anniversary of the Universal Declaration of Human Rights (UDHR) tentatively scheduled on 12-13 December 2023:

Name of Project: **Lecture Series for UDHR 75**
Date and Time of Project: **12-13 December 2023**
Approved Budget for the Contract: **Php 955,000.00**

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal for the Lecture Series for UDHR 75, inclusive of food services and set up to three (3) locations. Quotations submitted to this office will be considered the final offer.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
4. Deadline of submission of quotation is on or before 22 November 2023, 12:00 NN subject to the compliance with the Terms of Conditions provided on this Request for Quotation (RFQ).
5. Interested service providers shall also submit a copy of their PHILGEPS Registration and 2023 Mayor's or Business Permit along with the quotation on or before the above specifying deadline of submission of quotation.

ITEM	Quantity	TOTAL
Symposium in Cooperation with the University of the Philippines (UP) Diliman and and a Networking Luncheon, 12 December 2023, 9:00 AM-12:00 NN - Catering Services for tea/coffee break	2,000 pax	
- Catering Services for buffet luncheon	200 pax	
Lecture at the Ateneo De Manila University, 12 December 2023, 4:00 - 5:00 PM - Catering Services for refreshments	120 pax	
Mabini Dialogue in cooperation with the Foreign Service Institute (FSI), DFA, 13 December 2023, 2:00-3:30 PM	80 pax	
TOTAL		Php 955,000.00

Director Janice Sanchez-Rivera
Canvasser

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