



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Office of the Secretary
DEPARTMENT LEGISLATIVE LIAISON UNIT

REQUEST FOR QUOTATION

09 December 2023

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the Procurement of Catering Services for the Meeting with DFA budget sponsors from the Senate of the Philippines hosted by the Secretary for Foreign Affairs on 15 December 2023.

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

Duration : Half-day

1. Food requirements for 50 persons (appetizer, soup, mains, dessert, drinks and others)
 - Table wares, glassware and cutleries
 - Tablecloths and linens
 - Tables and Chairs
 - Floral arrangements and styling of the venue (i.e. table top arrangements, floral stands)
 - Welcome board
2. Uniformed waiters
3. Approved Budget is PHP 100,000.00
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

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 **13 December 2023** to 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 Legislative Liaison Unit