



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

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

**REQUEST FOR QUOTATION**

13 February 2024

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the procurement of catering services for the lunch meeting with Members of the Senate hosted by the Secretary for Foreign Affairs.

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

1. Event details

- Date and Time: **20 February 2024**
- Location: Department of Foreign Affairs, Roxas Blvd, Pasay City

2. Amenities

- Uniformed and well-trained waitstaff
- Chef service on site
- Floral centerpieces
- Bar service, which includes mineral water and ice, hi-ball, wine glasses, and goblets

3. Buffet Menu

- One (1) Salad Course
- One (1) Pasta Course
- Main Course (Beef, Chicken, Fish and Rice Pilaf)
- Three (3) Dessert
- Beverages (Iced Tea, Coffee and Tea)

4. No. of Pax: 10 pax

5. Approved Budget: PHP 60,000.00

- Quoted price should be in Philippine peso and should include all taxes, duties and/or levies payable; and
- 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



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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 **16 February 2024** 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 Legislative Liaison Unit