



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Office of the Secretary
DEPARTMENT LEGISLATIVE LIAISON UNIT

REQUEST FOR QUOTATION

14 February 2024

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the Procurement of Lease of Venue during the Policy Address by a Philippine Senator:

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 wait staff
- Chef Service on site
- High Cocktail Tables with tea candles and centerpiece
- Bar service, which includes Mineral water and Ice, hi-ball, wine glasses, and goblets

3. Menu

- Five (5) savoury canapes
- Two (2) sweet canapes
- Beverage

4. No. of Pax: 70 pax

5. Approved Budget: PHP 150,000.00

- 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 a copy of the latest PHILGEPs Certificate of membership, Business/ Mayor's permit and latest Income Tax Return (ITR).



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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 **19 February 2024, 12:00NN** 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