



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF TREATIES AND LEGAL AFFAIRS

16 February 2024

Dear Sir/Madame:

The Office of Treaties and Legal Affairs (OTLA) of the Department of Foreign Affairs requests a price quotation for food and catering services for its hosting of a conference/lecture based on the attached terms of reference and technical specifications.

In this regard, your company is requested to kindly submit a signed quotation and indicate your acceptance of the attached terms of reference and technical specifications for the procurement. The Department accepts open quotations submitted directly, through the email address given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos Only (Php100,000.00). Deadline for submission of quotations is on **21 February 2024** at 12:00 noon.

Should you require further clarification, please contact Ms. Christine Capistrano, at telephone number +63 (2) 8834 3652 or send a message to otla@dfa.gov.ph.

Very truly yours,

A handwritten signature in black ink, appearing to read "Russel R. Reyes".

ROUSSEL R. REYES
Acting Head of Office

**TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE
FOOD AND CATERING SERVICES FOR THE LECTURE ON
"WHAT CAN WE EXPECT FROM INTERNATIONAL COURTS AND TRIBUNALS IN A
WORLD OF SOVEREIGN STATES"
HOSTED BY THE OFFICE OF TREATIES AND LEGAL AFFAIRS**

DESCRIPTION	DATE / TIME / VENUE	NO. OF PARTICIPANTS
Lecture on "What can we expect from International Courts and Tribunals in a World of Sovereign States" by Professor Jean-Marc Thouvenin, Secretary General of The Hague Academy of International Law (THAIL)	23 February 2024, Friday 1:00 pm - 3:00 pm Bulwagang Apolinario Mabini, G/F Department of Foreign Affairs main building, Pasay City	150 pax

**Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos Only
(Php 100,000.00)**

I.	<p>Technical Specifications/Terms of Reference</p> <p>The service provider should provide the following:</p> <ol style="list-style-type: none"> 1. Choice of menu for merienda cena 2. Elegant Buffet table set-up with centerpiece 3. Cocktail tables (for 150 pax) 4. Flowing coffee, tea, water and juices 5. Plates, utensils, and glassware 6. Uniformed waiters and food attendants 7. Pass-around style of food service 	Statement of Compliance
II.	<p>Terms of payment</p> <ol style="list-style-type: none"> 1. Send bill arrangement and payment will be done through bank transfer. It is advised that the winning bidder should submit a bank account number and bank branch details included in the List of Participating Banks in Electronic Peso Clearing System to which payment should be credited or transferred <ol style="list-style-type: none"> a. Rates should include all necessary taxes and other charges 2. Payments shall be made within thirty (30) working days upon receipt of required 	

	documents and audited by the OFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.	
III.	Documentary Requirements The service provider should submit the following requirements: <ol style="list-style-type: none"> 1. Copy of Valid PhilGEPS Registration 2. Copy of current Mayor's Permit 3. Copy of 2023 Income Tax Return (ITR) 4. Copy of BIR Certificate of Registration 5. Copy of Company Profile 	

NOTE:

Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Provider. Quotations should be submitted on or before the set deadline for submission.

Prepared by:


EMILY E. REYES
Property Officer

Conforme:

[Signature/s]
[Name of the Bidder/Bidder's Authorized Representative/s]
[Position]
[Date]