



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF AMERICAN AFFAIRS

13 March 2024

Subject: Small Value Procurement -Catering Services for OAA GAD Activity- Lecture Forum on Empowering Women: Insights and Perspectives of the Americas, 20 March 2024, 9:00AM to 12:00 PM, Bulwagang Apolinario Mabini (BAM) Ground Floor, DFA Building, 2330 Roxas Boulevard, Pasay City 1300

Dear Sir/Ma'am,

We would like to request your quotation for Catering Services to be procured for Office of American Affairs – Gender and Development Lecture Forum titled “Empowering Women: Insights and Perspectives of the Americas” to be held on 20 March 2024 at the Department of Foreign Affairs lobby.

Attached is the Terms of Reference, for your perusal.

The deadline for submission of quotation is on 18 March 2024, 12:00NN.

Thank you.

A handwritten signature in blue ink, appearing to read 'Sydney D. De Vera'.

Sydney D. De Vera
Administrative Officer
Tel. No.: 834-4378