



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

REQUEST FOR QUOTATION

12 April 2024

Dear Sir / Madam,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the Procurement of Catering Services during the lunch meeting with House Speaker Ferdinand Martin Romualdez to be hosted by the Secretary for Foreign Affairs on 23 April 2024:

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

1. Event details

- Date and Time: **23 April 2024**
- Location: Department of Foreign Affairs, Roxas Boulevard, 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. Food

Buffet Menu: 10 Pax

- 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)

Packed Meal: 15 Set

- One (1) Main Entree (Beef) and Rice Pilaf
- One (1) Pasta
- One (1) Side Dish
- One (1) Dessert



4. 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. Bidders 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 **17 April 2024 at 12:00 NN** 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