



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

REQUEST FOR QUOTATION

15 April 2024

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the procurement of catering services during the Foreign Policy Address entitled "New Initiatives to Grow Business in the Philippines", Featuring House Speaker Ferdinand G. Martin Romualdez as Guest of Honor and Speaker.

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 wait staff
- Chef Service on site
- High Cocktail Tables with tea candles
- Complete buffet setup with centerpiece
- Bar service, which includes mineral water and ice, hi-ball, wine glasses, and goblets

3. Menu

- Three (3) cold savory canapes
- Two (2) hot savory canapes
- Two (2) sweet canapes
- Beverages (iced tea and purified water)

4. Number of Pax: 200 pax

5. Approved Budget: PHP 165,000.00

- 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.



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



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 **18 April 2024** at **12:00NN** 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