



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



REQUEST FOR QUOTATION

20 April 2024

Dear Mr./Ms. _____,

The The Office of the Secretary of Foreign Affairs (OSEC) and the Office of Policy Planning and Coordination (OPPC) will be hosting a meeting on 26 April 2024 at the Bulwagang Apolinario Mabini (BAM), 1/F, Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City, and will need a caterer to provide cocktails service for around 50 persons after the event.

Attached is a copy of the terms of reference for the above-mentioned procurement activity, for your information and reference.

Please submit a signed proposal/price quotation via email to oppc@dfa.gov.ph on or before 9:00am of 24 April 2024 and indicate your acceptance of the attached terms of reference. Price quotations should not exceed the Approved Budget for the Contract (ABC) of **Seventy-Thousand Pesos (Php 70,000.00)**.

Should you require further clarification, please contact Mr. Raymond A. Salvaña at telephone number 8834-3777 or send an email message to raymond.salvana@dfa.gov.ph.

Very truly yours,

PATRICK A. CHUASOTO
Assistant Secretary
Office of Policy Planning and Coordination

Mr./Ms. _____
Company name _____
Company address _____