



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

Date: 14 May 2024

**REQUEST FOR QUOTATION**

Sir/Madam:

The Department of Foreign Affairs – Office of United Nations and International Organizations will undertake procurement of catering services and would like to request a quotation from your company.

Name of Project: Procurement of Catering Services For An Event Entitled: “Kuwentong Bayanihan: Stories From Filipino Peacekeepers”

Approved Budget for the Contract: Php 100,000.00

Please submit a signed lowest priced quotation and indicate your acceptance of the attached technical specifications for the procurement, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
4. Deadline of submission of quotation is on or before **17 May 2024, 12:00 NN** subject to the compliance with the Terms of Conditions provided on this Request for Quotation.

The quotation should not exceed the Approved Budget for the Contract (ABC) of (One Hundred Thousand Pesos only) PhP 100,000.00.

Should you require further clarification, please contact the (Office of United Nations and International Organizations) thru Ms. Jevelynne L. Alina at telephone number (8834-3935) or send an email to [unio.div5@dfa.gov.ph](mailto:unio.div5@dfa.gov.ph).

Very Truly Yours,

  
**JAN MICHAEL B. GOMEZ**  
Director

*Attachment: Terms of Reference*