



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



**OFFICE OF THE UNDERSECRETARY
MULTILATERAL AFFAIRS AND INTERNATIONAL ECONOMIC RELATIONS**

27 June 2024

Dear Sir/Madam,

The Office of the Undersecretary for Multilateral Affairs and International Economic Relations intends to procure catering services for a luncheon reception hosting sixty (60) guests during the 3rd Meeting of the Technical Board on APEC Matters (TBAM 3), to be held on 15 July 2024, Monday at 10:00 A.M. to 01:00 P.M. at the Bulwagang Elpidio Quirino (BEQ) located at the 14th Floor, Department of Foreign Affairs (DFA), 2330 Roxas Boulevard, Pasay City.


In this regard, you are kindly requested to provide a proposal and quotation of your best offer, subject to the Terms of Reference and Terms and Conditions provided in the succeeding pages. You may submit said proposal and quotation, duly signed by you or your authorized representative, **on or before 2 July 2024, at 12 noon.**

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of open quotations and/or further information, please contact Ms. Alleah Marcelle R. Gordovez at telephone no. 8834-4000 local 3047 or email address at apec.oumaier@dfa.gov.ph.

Thank you.

Very truly yours,


ALVIN L. CONCHAS III
Administrative Officer