



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF AMERICAN AFFAIRS**

04 July 2024

Subject: Small Value Procurement -Catering Services for Office of American Affairs Appreciation Event, 12 July 2024, 12:00 PM – 5:00 PM, Bulwagang Elpidio Quirino (BEQ), 14<sup>th</sup> Floor, Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City 1300

Dear Sirs,

We would like to request your quotation for a Small Value Procurement- Catering Services on 12 July 2024 for the abovementioned meeting.

Attached are the Terms of Reference, for your perusal.

It would be appreciated receiving your offer on or before 09 July 2024, not later than 12:00 Noon.

Thank you.

Sydney D. De Vera  
Administrative Officer  
Tel. No.: 834-4378