



OFFICE OF THE CONSULAR AFFAIRS

Date: 16 JUL 2024

REQUEST FOR QUOTATION OF PRICES

Sir/Madam :

Please submit your formally detailed lowest price quotation form/letter for the following items individually described below, subject to the following conditions:


1. Formal Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
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. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 19 JUL 2024 at 12:00n

QUANTITY	UNIT	PARTICULARS	AMOUNT
100 pax		Catering services for the conduct of Information and Briefing Session on RA 11983 or the "New Philippine Passport Act"	
		Duration: One day (8:00 a.m to 5:00 p.m.)	
		1. Food requirements for 100 pax.	
		Morning Snacks (sandwich, pasta, noodles and bottled water)	
		Lunch Buffet (Beef, Chicken, Seafood, rice, salad, dessert, and two rounds of iced tea/soda)	
		Afternoon Snacks (sandwich, pasta, noodles and bottled water)	
		Free flowing coffee with creamer and sugar	
		Utensils and dinnerware must be clean and sanitized	
		Prior to serving, ensure quality food and drinks.	
		At least (6) server/staff for the assistance in distribution of food and utensils	
		2. Round Tables and Chairs for 100 participants	
		3. Registration Table	
		4. Ingress at least 1 hour before the program Egress immediately after the program	
		ABC:	100,000.00

Company Name / Supplier :

Address and Telephone Number :

Contact Person :


VON RYAN G. PANGWI
Acting Passport Director