



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**Office of the Secretary**  
**DEPARTMENT LEGISLATIVE LIAISON UNIT**

**REQUEST FOR QUOTATION**

7 August 2024

Dear Sir / Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the Procurement of Catering Services during the DFA FY 2025 House of Representatives Committee Level Budget Hearing at the Batasang Pambansa Complex, Quezon City.

In view of the above, kindly refer to the following terms and event requirements:

1. Event Details

- Date and Time: **13 August 2024**, 7 AM to 3 PM
- Location: Belmonte Hall, South Wing Annex Building, House of Representatives, Batasang Pambansa Complex, Quezon City

2. Amenities

- Uniformed and well trained wait staff
- Chef service on site
- Tables and chairs with table top arrangements, tea candles, floral arrangements and centerpiece
- Tablecloth and linens
- Table wares, glassware and cutleries
- Service Provider must be accredited in the House of Representatives

3. Food requirement for 75 persons with 10% buffer

- Buffet Breakfast - Soup, Appetizer, Rice, 3 Side Dishes, Mains (Beef, Chicken, and Pork), Two (2) Desserts, Beverages (Unlimited Iced Tea/Juice and Mineral Water) and Free Flowing Coffee

4. Approved Budget: PHP 150,000.00

- Quoted price should be in Philippine peso and should include all taxes, duties and/or levies payable; and
- Bidders should accept a send-bill payment arrangement.
- Payment will be done in compliance with the government prescribed accounting and auditing requirements;
- Bidders shall comply with the technical specifications attached to the Request

- for Quotation/TOR; and
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act no. 9184), otherwise known as the Government Procurement Reform Act. Bidders must provide a copy of the latest PHILGEPS Certificate of Membership, Business/Mayor's Permit and latest Income Tax Return (ITR).

Please quote your best offer, subject to the terms and conditions provided above. Your good office may send your quotation duly signed by the authorized representative not later than **12 August 2024 at 12:00 NN** to [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph).

I look forward to your continued cooperation on matters of mutual concern. Thank you.

Sincerely,



**JAN MIKHAIL G. SOLITARIO**  
Administrative Officer  
Department Legislative Liaison Unit