



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



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

**REQUEST FOR QUOTATION**

13 September 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 Senate Committee Level Budget Hearing on 19 September 2024 at the DFA Bulwagang Elpidio Quirino.

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

1. Event Details

- Date and Time: **19 September 2024, 7:00 AM to 11:00 AM**
- Location: Bulwagang Elpidio Quirino, Department of Foreign Affairs, Roxas Boulevard, Pasay City

2. Amenities

- Uniformed and well-trained waitstaff
- Chef service on site
- Tables and chairs with tea candles and centerpiece
- Table wares, Glassware and cutleries
- Tablecloth and linens
- Floral arrangements and styling of the venue (i.e. table top arrangements, floral stands)

3. Food requirement for 50 persons with 10% buffer

- Buffet breakfast - Soup, Mains (Beef, Pork, Chicken), Two (2) Side Dishes, Two (2) Desserts, Beverages (Unlimited Iced Tea/Juice and Mineral Water) and free flowing coffee

4. Approved Budget: PHP 100,000.00

- 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 **16 September 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