



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



Office of the Secretary
DEPARTMENT LEGISLATIVE LIAISON UNIT

REQUEST FOR QUOTATION

4 November 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 Foreign Policy Address Featuring Senator Aquilino “Koko” Pimentel III as the Guest Speaker on 8 November 2024 at the Bulwagang Apolinario Mabini, Department of Foreign Affairs, Roxas Boulevard, Pasay City.

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

1. Event Details

- Date and Time: **8 November 2024**, 1:00 PM to 5:00 PM
- Location: Ground Floor Bulwagang Apolinario Mabini, Department of Foreign Affairs, Roxas Boulevard, Pasay City

2. Amenities

2.1 Bulwagang Apolinario Mabini Lobby

- Uniformed and well trained wait staff
- Chef Service on site
- Cocktail Tables with linen and tea candles
- Complete buffet setup with centerpiece
- Bar service, which includes mineral water and ice, hi-ball, wine glasses, and goblets

2.2 Office of the Secretary - Conference Room

- Uniformed and well trained wait staff
- Chef Service on site
- Table wares, glassware and cutleries
- Tablecloth, linens, table top arrangements, and centerpiece
- Bar service, which includes mineral water and ice, hi-ball, wine glasses, and goblets
- Plated service

3. Food requirement

3.1 Bulwagang Apolinario Mabini Lobby (200 persons with 10% buffer)

- One (1) sandwich
- Two (2) hot savory canapes
- Two (2) sweet canapes
- Beverages, coffee, iced tea and purified water

3.2 Office of the Secretary - Conference Room (10 persons high tea session)

- One (1) sandwich or one (1) pasta dish
- Two (2) hot savory canapes
- Two (2) sweet canapes
- Beverages, coffee, iced tea and purified water

4. Approved Budget: PHP 300,000.00

- 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 **7 November 2024 at 12:00 NN** to 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