



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF PUBLIC DIPLOMACY

08 November 2024

**REQUEST FOR QUOTATION**

Sir/Madam:

The Department of Foreign Affairs – Office of Public Diplomacy (OPD), formerly the Office of Public and Cultural Diplomacy (OPCD), intends to procure **Catering Service Package for Cocktail Reception good for 250 persons** and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance on the **attached Technical Specifications / Terms of Reference (Annex A)** for this procurement. The Department accepts open quotations submitted directly, through email given below not later than **11 November 2024 at 12:00 Noon**. Quotation should not exceed the Approved Budget for the Contract (ABC) of Five Hundred Thousand Pesos (Php500,000.00) only, inclusive of VAT and all applicable taxes, levies, dues.

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.

Should you require further clarification, feel free to get in touch with the undersigned at [tess.albano@dfa.gov.ph](mailto:tess.albano@dfa.gov.ph) or call via Viber at 0956 320 1806.

Very Truly Yours,

**MARIA THERESA JESUSA F. ALBANO**  
Administrative Officer