



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



INTERNAL AUDIT SERVICE

REQUEST FOR QUOTATION

19 November 2024

Sir/Madam:

The Department of Foreign Affairs – Internal Audit Service would like to request for quotation on the item/s listed below and submit the same duly signed by your authorized representative not later than **22 November 2024, 12:00 p.m.**

Type of Procurement : Catering Service  
Name of Event : Huddle Meeting  
Date : 25 November 2024, Monday  
Time : 8:00 – 12:00 pm  
Venue : Bulwagang Elpidio Quirino (BEQ), 14<sup>th</sup> Floor Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City  
Approved Budget Contract : Php 104,000.00  
No. of Persons : One Hundred (100) pax  
Meals : Breakfast (beef, fish, chicken, eggs, rice, pastries and drinks) Free flowing coffee, tea, and water\*  
\*(from 08:00 am -12:00 pm)  
Inclusions : Food must not contain pork, shrimp, and nuts  
Floor length linen tables  
Complete catering equipment and utensils  
Assistance of well-trained catering personnel with uniform

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.

Please submit your duly signed open quotation/proposal, subject to the attached Terms and Conditions, through email at [ias@dfa.gov.ph](mailto:ias@dfa.gov.ph) or directly to our office in the address below.

**Internal Audit Service**

3rd Floor, South Wing, Department of Foreign Affairs  
2330 Roxas Blvd., Pasay City

Should you need further clarification, please contact Ms. Sarah L. Rosero-Galvez (Mobile/Viber 0923-502-2785) / Mr. Erich George F. Oquendo (Mobile/Viber 0917-1071891) or send an email to the above-mentioned email address.

Very Truly Yours,

  
For: *LOUENA JOY BANAGOODS*  
**NOEL SERVIGON**  
Assistant Secretary  
Internal Audit Service  
Department of Foreign Affairs

**TERMS AND CONDITIONS:**

1. Suppliers shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and to include all transportation fees, gasoline, toll fees, taxes, duties, and other charges, as may be applicable.
3. Working budget: **One Hundred Four Thousand Pesos only (Php 104,000.00).**
4. Suppliers should accept a **Send-bill Payment arrangement.**
5. Suppliers must be a PHILGEPS member and able to provide the following documentary requirements:
  - For PHILGEPS Platinum Members Certificate
    - o *Certificate of Platinum membership*
  - For PHILGEPS Red Members
    - o *Copy of current Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit*
    - o *Copy of valid PHILGEPS Registration*
    - o *Copy of latest Income Tax Return (ITR)*
6. Formal Quotations submitted to this Office will be considered final offer.
7. The IAS hereby reserves the right to reject any or all quotations/bids prior to contract award, and to accept only the offer that is most economical and advantageous to the Department.
8. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
9. The validity period of the price quotation must appear in the submitted Quotation.
10. Suppliers shall comply with the terms and conditions stated herein.

END

**Terms of Reference**  
**Procurement of Catering Services for the 9th Huddle Meeting on 25 November 2024**

<b>I.</b>	<b>Event/ Activity:</b> 9th Huddle Meeting on 25 November 2024	
<b>II.</b>	<b>Scope:</b> Procurement of Catering Services for the 9th Huddle Meeting	
<b>III.</b>	<b>Technical Specifications</b>	<b>Statement of Compliance</b>
1.	<p>Meals : Breakfast (beef, fish, chicken, eggs, rice, pastries and drinks) Free flowing coffee, tea, and water* *(from 08:00 am -12:00 pm) Food must not contain pork, shrimp, and nuts</p> <p>Inclusions : Floor length linen tables Complete catering equipment and utensils</p> <p style="text-align: right;">Assistance of well-trained catering personnel with uniform</p>	
2.	Price Quotations shall be denominated in Philippine Peso and to include all fuel cost, toll fee, parking fees, cost of insurance, driver's expenses (i.e. fee, meal, accommodation), taxes and other charges, as may be applicable.	
3.	Approved Budget for the Contract is <b>One Hundred Four Thousand pesos only (PhP 104,000.00)</b>	
4.	<p>Suppliers must be PHILGEPS member and provide the following documentary requirements:  <u>For PHILGEPS Platinum Members Certificate</u></p> <ul style="list-style-type: none"> <li>● Certificate of Platinum membership</li> </ul> <p><u>For PHILGEPS Red Members</u></p> <ul style="list-style-type: none"> <li>● Copy of current Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit</li> <li>● Copy of Valid PHILGEPS Registration</li> <li>● Copy of Latest Income Tax Return (ITR)</li> </ul>	
<b>IV.</b>	<b>Contract Duration</b>	
	The contract shall be on 25 November 2024	
<b>V.</b>	<b>Terms of Payment</b>	
	Suppliers should accept a send-bill payment arrangement and payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.	

**Contact Persons:** Mr. Erich George F. Oquendo, Acting Administrative Officer and  
Property Officer  
Email: erich.oquendo@dfa.gov.ph

Ms. Sarah L. Rosero-Galvez, Administrative Assistant  
Email: sarah.rosero@dfa.gov.ph

**NOTE:**

Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Supplier, with proof of authority to sign and submit the quotation for and on behalf of the Supplier concerned. If the Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of quotations.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]