



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF ASIAN AND PACIFIC AFFAIRS

02 December 2024

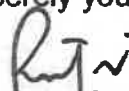
**REQUEST FOR QUOTATION**

The Office of Asian and Pacific Affairs of the Department of Foreign Affairs intends to procure **catering services for the ASPAC Thanksgiving Diplomatic Reception on 10 December 2024.**

Please submit your quotation/rate duly signed by you or your authorized representative not later than 9:00 am on 05 December 2024. Copies of your company's PhilGEPS Certificate of Registration, current Income Tax Return and Business Permit/Mayor's Permit are also requested to be submitted along with your quotation/proposal. Open quotations may be submitted manually or through email at [aspac.ao@dfa.gov.ph](mailto:aspac.ao@dfa.gov.ph). Please find attached Terms of Reference.

For further information, send an email to Ms. Rheamar V. Delgado at [rheamar.delgado@dfa.gov.ph](mailto:rheamar.delgado@dfa.gov.ph).

Sincerely yours,

  
**Rowena Ma. C.T. Sierra**  
Administrative Officer *msd*