



HUMAN RESOURCES MANAGEMENT OFFICE

06 December 2024

Dear Sir/Madame,

The Human Resources Management Office of the Department of Foreign Affairs plans to procure **catering services for the 2024 DFA Year-End Assembly Reception on Friday, 13 December 2024, at 2:00 PM**. The estimated number of guests is **1,500 pax**.

In this regard, you are kindly requested to provide a proposal and quotation reflecting your best offer, adhering to the [Technical Specifications](#) and [Terms and Conditions](#) provided in the accompanying pages. You may submit said quotation, duly signed by you or your authorized representative, **not later than Monday, 09 December 2024, 12:00 NN**.

Please note that the procurement will strictly follow the guidelines outlined in the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of quotations and/or further clarifications, please contact Ms. Dada Aromin or Ms. Christine Espayos via email address, hrmo.praise@dfa.gov.ph.

We appreciate your prompt attention to this matter.

Thank you for considering our invitation.

Very truly yours,


GREG MARIE C. MARIÑO
Executive Director

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