



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



REQUEST FOR QUOTATION

CATERING SERVICES FOR GoFIL RECEPTION
FUNCTION HALL 1B, 1/F, DFA, DOUBLE DRAGON TOWER, PASAY CITY
14 JANUARY 2025, TUESDAY, 6:00PM

08 January 2025

Sir/Madam:

Please quote your best proposal for the item described below, subject to the terms and conditions in the attached Project Terms of Reference (TOR):

Quantity	Unit of Measure	Item Description	Approved Budget for the Contract
1	Lot	Catering services, including set up of venue and provision of furniture, equipment, and dinnerwares, for a cocktail reception with around 70 participants, including members of the diplomatic corps.	Php 200,000.00

The duly signed proposal/price quotation should be sent via email to oppc@dfa.gov.ph cc: raymond.salvana@dfa.gov.ph on or before 7:00am of 13 January 2025 (Monday) and include a copy of the duly signed TOR indicating acceptance of the "Terms and Conditions", the "Qualifications of the Contractor" and the "Technical Specifications". Proposals should also be accompanied by documentary requirements that are listed under "Qualifications of the Contractor" of the TOR. Price quotations should not exceed the Approved Budget for the Contract (ABC) of **Two Hundred Thousand Pesos (Php 200,000.00)**.

Should you have questions or clarifications, please contact Mr. Raymond A. Salvaña at telephone number 0917-639-1208 or send an email message to raymond.salvana@dfa.gov.ph.

Very truly yours,


PATRICK A. CHUASOTO
Assistant Secretary

To: PROSPECTIVE BIDDER