



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF AMERICAN AFFAIRS

28 January 2025

Subject: Small Value Procurement -Catering Services including meals and transportation package for the Lunch to be hosted by OAA for the Philippine Academic Consortium for Latin American Studies (PACLAS) Sixth International Conference, 03 February 2025, De La Salle University Dasmariñas City, Cavite

Dear Sir,

We would like to request your quotation for a Small Value Procurement- Catering Services including meals and transportation package on 03 February 2025 for the abovementioned event.

Attached are the Terms of Reference, for your perusal.

The Approved Budget for the Contract (ABC) is Php 110,000.00.

It would be appreciated receiving your offer on or before 31 January 2025, 12:00 Noon.

For further inquiries, contact Mrs. Sydney De Vera, DFA-OAA Administrative Officer, at email address sydney.devera@dfa.gov.ph and/or mobile no.: +639193873998.

Thank you.

Very truly yours,


JOSE VICTOR V. CHAN-GONZAGA
Assistant Secretary