



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF AMERICAN AFFAIRS

07 February 2025

Subject: Small Value Procurement -Catering Services for the Annual Administrative Consultations of Philippine Heads of Posts in Canada, 18 February 2025, Conference Room C1, Ground Floor, Department of Foreign Affairs, Double Dragon Tower, Meridian Avenue, Pasay City

Dear Sir,

We would like to request your quotation for a Small Value Procurement- Catering Services on 18 February 2025 for the abovementioned meeting.

Attached are the Terms of Reference, for your perusal.

We would appreciate receiving your offer on or before **10 February 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,

SYDNEY DE VERA
Administrative Officer