

Date: 28 February 2025

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

The Office of United Nations and International Organizations (UNIO), will undertake Procurement of the Catering Services for the PH-UN Dialogue and 2nd Joint Steering Committee of the UN SDCF scheduled on 05 March 2024.

Name of Project: PH-UN Dialogue and 2nd Joint Steering Committee of the UN SDCF
Date and Time of Project: 05 March 2025 / 3:00 – 7:00 p.m.

Approved Budget for the Contract: PhP 150,000.00

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal for the Procurement of Catering Services for the PH-UN Dialogue and 2nd Joint Steering Committee of the UN SDCF scheduled on 05 March 2025.
2. Quotation (inclusive of all taxes and service charge to cover the following:
 - Buffet food (savory food and with at least two (2) desserts) appropriate for 120 guests (**Note: No pork menu**);
 - Drinks (soda, water, juice, coffee, tea) appropriate for 120 guests from 3:00 p.m. – 7:00 p.m. (Preference to have free-flowing coffee and water);
 - Provision of a full cocktail reception service with waiters, including preparation time (ingress and egress);
 - Table, chairs, cocktail tables, buffet station with linen and centerpiece;
 - Provision of appropriate plates, glasses, cups, saucers, utensils and tissue; and
 - Appropriate food labels
3. Quotations submitted to this office will be considered the final offer.
4. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
5. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
6. The deadline of submission of quotations is on **03 March 2025, 12:00 noon** subject to the compliance with the Terms of Conditions provided on this Request for Quotations

Payment condition/terms: Send bill arrangement

The quotation should not exceed the Approved Budget for the Contract (ABC) of **One Hundred Fifty Thousand pesos only (Php 150,000.00)**.

As part of the internal documentation requirements, may we also request for your: (1) valid PhilGEPS registration; latest Income Tax Return and (2) valid Mayor's permit.

Should you require further clarification, please contact the Office of United Nations and International Organizations thru Ms. Martin A. Vicencio at mobile number 968-8823222 or send an email to unio.div3@dfa.gov.ph.



MARTIN A. VICENCIO

Canvasser

Office of the United Nations and International Organizations

Mobile No.. 968-8823222

Email: unio.div#@dfa.gov.ph