



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



REQUEST FOR QUOTATION

CATERING SERVICES FOR THE SFA-HOSTED DINNER ON 19 MAY 2025 IN
CONNECTION WITH THE OFFICIAL VISIT TO THE PHILIPPINES OF
MONGOLIAN FOREIGN MINISTER BATTSETSEG BATMUNKH

09 May 2025

Sir/Madam:

The Department of Foreign Affairs through its Office of Asian and Pacific Affairs intends to procure "CATERING SERVICES FOR THE SFA-HOSTED DINNER ON 19 MAY 2025 IN CONNECTION WITH THE OFFICIAL VISIT OF MONGOLIAN FOREIGN MINISTER BATTSETSEG BATMUNKH", in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein subject to the attached Annexes I and II (Terms and Conditions), provided as part of this Request for Quotation (RFQ). The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **13 May 2025, Tuesday at 12:00 NN** through email at aspac.ao@dfa.gov.ph.

The following documentary requirements must also be submitted along with your signed quotation proposal and forms:

- 1) A copy of your 2025 Business/Mayor's Permit,
- 2) A valid and updated PhilGEPS Registration Certificate (all pages)
- 3) The Omnibus Sworn Statement and Secretary's Certificate (GPPB-prescribed forms); and,
- 4) Income/ Business Tax with the Screenshot of the eFPS Filing Reference Number or proof of payment via eFPS and Stamp of the RDO or AABs.

The proposal shall first be ranked according to the total cost. Should the lowest proposal fail to pass according to the TOR, the next lowest proposal shall be evaluated until such time that a proposal meets the passing score. Should there be a tie, draw lots will be implemented. The lowest calculated and responsive bidder will be advised accordingly.

For further information, please refer to the undersigned through Email: aspac.ao@dfa.gov.ph.

LATE SUBMISSION OF PROPOSAL SHALL NOT BE ACCEPTED AND CONSIDERED.

ROWENA M. C.T. SIERRA
Administrative Officer, DFA-ASPAC

PRICE PROPOSAL FORM**Ms. ROWENA SIERRA**

Office of Asian and Pacific Affairs, 8th Floor
Department of Foreign Affairs Headquarters
2330 Roxas Boulevard, Pasay City, Philippines

Madam:

Having examined the Request for Quotation for the "CATERING SERVICES FOR THE SFA-HOSTED DINNER ON 19 MAY 2025 IN CONNECTION WITH THE OFFICIAL VISIT TO THE PHILIPPINES OF MONGOLIAN FOREIGN MINISTER BATTSETSEG BATMUNKH" the receipt of which is hereby duly acknowledged, the undersigned offers the following commercial terms below:

Quantity	Unit of Measure	Item Description
1	Lot	CATERING SERVICES FOR THE SFA-HOSTED DINNER ON 19 MAY 2025 IN CONNECTION WITH THE OFFICIAL VISIT TO THE PHILIPPINES OF MONGOLIAN FOREIGN MINISTER BATTSETSEG BATMUNKH
Total Cost in Figures (VAT Inclusive)		
Total Costs in Words (VAT Inclusive)		

We undertake, if our proposal is accepted, to comply with the offers stated herein as well as in the Terms of Reference.

Until a formal contract is prepared and executed, this proposal together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that **you are not bound to accept the lowest or any proposal you may receive.**

Date

Company Name and Address

Authorized Representative Name & Signature

Bidder's Official Contact Number