



HUMAN RESOURCES MANAGEMENT OFFICE

20 June 2025

Dear Sir/Madame,

The Human Resources Management Office of the Department of Foreign Affairs plans to procure **catering services for the Reception in Honor of the Recipients of *Gawad Mabini* and Department-level Awards, tentatively on Wednesday, 23 July 2025, at 3:00 PM.** The estimated number of guests is **750 pax**.

In this regard, you are kindly requested to provide a proposal and quotation reflecting your best offer, adhering to the [Technical Specifications](#) and [Terms and Conditions](#) provided in the accompanying pages. You may submit said quotation, duly signed by you or your authorized representative, **not later than Monday, 23 June 2025, 12:00 NN.**

Please note that the procurement will strictly follow the guidelines outlined in the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of quotations and/or further clarifications, please contact Ms. Dada Aromin or Ms. Christine Espayos via email address hrmo.praise@dfa.gov.ph.

We appreciate your prompt attention to this matter.

Thank you for considering our invitation.

Very truly yours,

GREG MARIE C. MARIÑO
Executive Director

HR-P-2025-8105