



## **REQUEST FOR QUOTATION (RFQ)**

Date: 24 June 2025

Dear Madame/Sir:

The Office of the Secretary (OSEC) of the Department of Foreign Affairs would like to request for a quotation for the Procurement of Catering Services for the **Cocktail Reception** to be hosted by the Incoming Secretary for Foreign Affairs with Heads of Diplomatic and Honorary Consular Mission on 03 July 2025, Thursday at 10:00 a.m at DFA Conference Rooms, Ground Floor of the Department of Foreign Affairs, Double Dragon Tower, Pasay City.

Please refer to the following requirements:

1. Event Details

- Date and Time: 03 July 2025/ 10: 00am
- Location: Ground Floor, Department of Foreign Affairs, Double Dragon Tower Pasay City

2. Amenities

- Complete buffet cocktail setup (2 stations-with centerpiece)
- Cocktail tables with linen (15-20 tables w/ centerpiece)
- Uniformed and well trained waiter/staff

3. Food requirement

- Cocktails good for 200 persons
- 3 Hot and 3 cold canapes (**no pork**)
- dessert/ sweet canapes
- Beverages: free-flow:**
  - Iced tea/lemonade
  - purified water

4. Glasses for red, white and sparkling wines (at least 100 pcs)

5. Authorized Signatory:

**Bernadette Therese C. Fernandez, Chief Coordinator, Office of the Secretary**

6. Approved Budget: PHP 250,000

7. Quoted price should be in Philippine Peso and should include all taxes, duties and/ or levies payable;

8. Bidders should accept a **send-bill payment arrangement**;


9. Payment will be done in compliance with the government prescribed accounting and auditing requirements;
- Bidders shall comply with the technical specifications attached to the Request for Quotation/TOR; and
  - The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground. The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. 9184), otherwise known as the Government Procurement Reform Act. Bidders must provide a copy of the latest PHILGEPS Certificate of Membership, Business/Mayor's Permit and latest Income Tax Return (ITR).

Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **27 June 2025, 12:00noon**.

Open quotations may be submitted through [osec.ao@dfa.gov.ph](mailto:osec.ao@dfa.gov.ph). For further information, feel free to call us at (02) 88344000 local 4112/0995-044-0184.

Thank you very much and we hope to receive feedback from you as soon as possible.

Sincerely,

  
**AUREALINDA G. ACOSTA-CAPILI**  
Acting Administrative Officer

## TERMS OF REFERENCE/TECHNICAL SPECIFICATION

Please refer to the following requirements:

1. Event Details

- Date and Time: 03 July 2025/ 10: 00am
- Location: Ground Floor, Department of Foreign Affairs, Double Dragon Tower Pasay City

2. Amenities

- Complete buffet cocktail setup (2 stations-with centerpiece)
- Cocktail tables with linen (15-20 tables w/ centerpiece)
- Uniformed and well trained waiter/staff

3. Food requirement

- Cocktails good for 200 persons
- 3 Hot and 3 cold canapes (**no pork**)
- dessert/ sweet canapes

Beverages: free-flow:

- Iced tea/lemonade
- purified water

4. Glasses for red, white and sparkling wines (at least 100 pcs)

5. Authorized Signatory:

**Bernadette Therese C. Fernandez, Chief Coordinator, Office of the Secretary**

6. Approved Budget: PHP 250,000

7. Quoted price should be in Philippine Peso and should include all taxes, duties and/ or levies payable;

8. Bidders should accept a **send-bill payment arrangement;**

9. Payment will be done in compliance with the government prescribed accounting and auditing requirements;

- Bidders shall comply with the technical specifications attached to the Request for Quotation/TOR; and

- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground. The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. 9184), otherwise known as the Government Procurement Reform Act. Bidders must provide a copy of the latest PHILGEPS Certificate of Membership, Business/Mayor's Permit and latest Income Tax Return (ITR).

---