



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**REQUEST FOR QUOTATION (RFQ)**

07 July 2025

Dear Madame:

The Office of the Secretary 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 Secretary Ma. Theresa P. Lazaro with the DFA Press Corps on 15 July 2025, Tuesday at 10:30 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: 15 July 2025, 10:30 a.m.
2. Amenities
  - Complete buffet cocktail setup (2 stations-with centerpiece)
  - Cocktail tables with linen (15 tables w/ centerpiece)
  - Uniformed and well trained waiter/staff
3. Food requirement
  - Cocktails good for 65 persons
  - 3 hot and 3 cold canapes
  - Dessert/sweet canapes
  - Free-flow iced tea / lemonade
  - Purified water
4. Glasses for red, white and sparkling wines (at least 80 pieces.)
5. Authorized Signatory:  
**Shirley L. Flores-Imperial, Chief of Staff, Office of the Secretary**
6. Approved Budget: PHP 250,000.00
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 10 July 2025, 12:00 NN.

Open quotations may be submitted through [spokesperson@dfa.gov.ph](mailto:spokesperson@dfa.gov.ph). For further information, feel free to call Ms. Rulleen R. Javier-Vibar, Assistant at 0915-818-1081.

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

Sincerely,

**SHIRLEY L. FLORES-IMPERIAL**  
Chief of Staff

DoubleDragon Tower, DD Meridian Avenue  
EDSA Extension, 1302 Pasay City, Philippines