



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE UNDERSECRETARY FOR CIVILIAN SECURITY
AND CONSULAR AFFAIRS

07 July 2025

Dear Sir/Madam:

The Department of Foreign Affairs - Office of the Undersecretary for Civilian Security and Consular Affairs would like to request for a quotation for catering services for the Office's upcoming meeting. Following are the details:

TERMS OF REFERENCE:

Mode of Procurement	SVP - Catering Services
Project/Activity and Date	DFA Meeting for BARMM Officials / 15 July 2025
Number of Participants	60 pax
Meeting Venue	-U-shape arrangement -linen covers for the tables (10 long tables)
Lunch Venue	Complete catering package STRICTLY NO PORK MEAT / HALAL Meal: AM Snacks Buffet Lunch Events set-up requirements -Complete catering equipment -One (1) Buffet table with white topping, skirting table runner and centerpiece -Bar table with topping and skirting -60 pcs. tiffany chairs with cushion -6 round tables with cover and runner and centerpiece -linen covers for the meeting tables -waiters in uniform -1 coffee table with cover and skirting -free flowing coffee / tea / water
Mode of Payment	Send Bill Arrangement to the DFA

	With updated PhilGEPS Registration (Platinum or Red Membership) and valid Mayor's/Business Permit
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TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The Approved Budget for the Contract is **PhP 200,000.00**.
3. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be automatically disqualified.
5. Bidders shall comply with the Technical Specifications/Terms of Reference.
6. Award of the contract shall be made to the lowest quotation which complies with the requirements and other terms and conditions stated herein.
7. Any alterations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.
8. Billing Arrangement: Send bill arrangement
9. Must be a PhilGEPS member.
10. The deadline of submission is on 10 July 2025, 12:00 noon.

Please quote your best offer and submit and submit your duly signed quotation, subject to the terms and conditions provided.

For queries / clarifications please contact the undersigned at netteperalta.oucsc@gmail.com.


MARIA ANTONETTE D. PERALTA
 Property Officer

COMPANY NAME:
 EMAIL ADDRESS:
 CONTACT NO.:
 ADDRESS: