



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF CONSULAR AFFAIRS

REQUEST FOR QUOTATION OF PRICES

Date: 17 JUL 2025

Sir/Madam:

Please submit your formally detailed lowest price quotation form/letter for the following items individually described below, subject to the following conditions:

1. Formal Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order;
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government;
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative;
4. Payment will only be affected by strict compliance with the usual prescribed accounting and auditing requirements; and
5. Deadline for Submission of Quotation: 21 JUL 2025 at 12:00nn.

QTY	UNIT	PARTICULARS	AMOUNT
80	PAX	<u>Catering Services for OCA's Hosting of the Huddle Meeting Buffet for 80 participants</u> Date: 31 July 2025 Event Proper: 9:00 AM - 12:00 NN Venue: DFA, Double Dragon Tower, EDSA Extension, Pasay City, Metro Manila Ingress: At least 3 hours before event proper Meal inclusions: Menu must include food from French cuisine - APPETIZER: - Pastries - Salad with at least two (2) dressings - Vegetarian Soup MAINS: - Angus Beef with Sauce - Chicken with Sauce - Steamed Rice DESSERT: - Fresh Fruits Beverage: - One Round Iced Tea - Coffee Station	



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	Other Inclusions: <ul style="list-style-type: none">- Provide at least 25 pcs. of 6ft x 2ft beige tablecloth, clean and free of holes- At least three (3) well-trained waiters in uniform- At least one (1) banquet captain to assist during the event- At least one (1) chef to assist during the event- Neatly arranged buffet table with beige & gold linen table cloth and cutlery properly arranged and sanitized- Buffet table decorations; orchids, lavenders, and succulents- Food tasting for 2 pax or more before the event with no additional charge to the Department.- Supplier will submit pictures of the individual dishes together with the quotation during the RFQ period Disclaimer: Submitted menu is subject upon approval of the End-User Payment Terms: Send Bill Arrangement	
	TOTAL	₱ 132,000.00

Please provide your best offer, fill-out the details below, and submit this form along with your quotation and government requirements.

Company Name / Supplier : _____
Address and Contact Number : _____
Contact Person : _____


MARIA TERESA E. NARBUADA
Administrative Officer