



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



Office of the Secretary
Department of Legislative Liaison Unit

REQUEST FOR QUOTATION

04 August 2025

Dear Sir/Ma'am,

The Department Legislative Liaison Unit (DLLU) would like to request a quotation for the Procurement of Catering Services during the **DFA FY 2026 Budget Briefing for DFA Budget Sponsors from the House of Representatives on 8 August 2025 (exact date and time to be confirmed)** at the Department of Foreign Affairs, Double Dragon Tower, Meridian Park Avenue, EDSA Extension, Pasay City, 1302.

In view of the above, kindly refer to the following event requirements:

1. Event Details:
 - Date: **8 August 2025 (exact date and time to be confirmed)**
 - Location: Department of Foreign Affairs, Double Dragon Tower, Meridian Park Avenue, EDSA Extension, Pasay City, 1302
2. Amenities:
 - Uniformed and well-trained waitstaff;
 - Chef service on site;
 - Tables and chairs with tea candles and centerpiece;
 - Table wares, Glassware and cutleries;
 - Tablecloth and linens;
 - Floral arrangements and styling of the venue (i.e. table top arrangements, floral stands); and
 - Welcome board.
3. Food requirement for 75 persons with 10% buffer:
 - Appetizer, rice, soup, mains (beef, chicken, fish), pasta, two (2) desserts, one (1) sandwich, beverages (unlimited iced tea and mineral water) and free flowing coffee
4. Approved Budget: PHP 150,000.00
 - Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable;
 - Bidders should accept a send-bill payment arrangement;
 - 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 above. Your good office may send your quotation, duly signed by the authorized representative,

not later than **07 August 2025 at 12:00PM** to Ms. Tita Rebollos through tita.rebollos@dfa.gov.ph and bac.secretariat@dfa.gov.ph. For more information, you may contact Ms. Rebollos through Viber at (0999) 459 5951.

I look forward to your continued cooperation on matters of mutual concern.
Thank you.

Sincerely,



RENZ ALREC R. ALINAS
Acting Administrative Officer
Department Legislative Liaison Unit