



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
फिलीपीन्स गणराज्य का दूतावास
NEW DELHI

**REQUEST FOR QUOTATIONS FOR CATERING SERVICES FOR NATIONAL DAY
RECEPTION ON 12 JUNE 2017**

1. The EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, NEW DELHI (50 N Nyaya Marg Chanakyapuri New Delhi 110021, India) through the General Appropriation Act intends to apply the sum of PhP 488,183.59 (INR 625,000.00) being the Approved Budget for the Contract (ABC) to payments under the procurement of catering services for National Day Reception on 12 June 2017.

2. The EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, NEW DELHI now invites quotations for catering services on 12 June 2017 described as follows:

Project Specification on Procurement of Catering Services for National Day Reception on 12 June 2017

- Catering for about 250 guests serving finger foods only and non-alcoholic drinks. It is preferred that most of the dishes should mostly be international (preferably with some Filipino elements);
- Caterer should provide glassware, flatware and napkins to be used during the event;
- Caterer should also be able to provide the necessary tables as well as bar and kitchen utensils/appliances to be used for the event;
- Caterer should also be able to provide valet services for the event;
- All prices should indicate service tax (amount or rate). Rate per person should not exceed more than PHP 1,952.73 (INR 2,500.00) including taxes

Approved Budget for the Contract: PHP 488,183.59 (INR 625,000.00)

The request for quotation form is attached as Annex A.

3. The Embassy accepts open quotations submitted directly, through facsimile (+9111) 2687-6401 or e-mail address at newdelhi.pe@dfa.gov.ph. Quotations should not exceed the Approved Budget for the Contract of PHP 488,183.59 (INR 625,000.00). The below document should be submitted to the Bids and Awards Committee (BAC) on or before 5:00 pm on 23 May 2017.

Annex A- Signed Quotation

5. The BAC of the Embassy of the Republic of the Philippines reserves the right to accept or reject any offer and to annul the process at any time prior to awarding of contract without thereby incurring any liability to the affected contractor (s).

6. For further information, please refer to:

NEW DELHI PE-BAC Secretariat
Embassy of the Republic of the Philippines
50 N Nyaya Marg, Chanakyapuri New Delhi 110021
Tel Number : (+9111)2688-9091,(+9111) 2410-1120
Fax Number: (+9111) 2687-6401
E-mail Address: newdelhi.pe@dfa.gov.ph

(Sgd) CHARLES LAWRENCE L. CHING
BAC Secretariat Chairperson

18 May 2017, New Delhi

Embassy of the Republic of the Philippines
New Delhi

Annex "A"

REQUEST FOR QUOTATION

Name of Contractor: _____

Contact Person: _____

E-mail Address: _____

Tel. Number: _____

Fax Number _____

Please quote your lowest price on the below catering services for National Day Reception not later than 5:00 P.M. on 23 May 2017 personally or thru Fax No. **2687-6401** or e-mail at newdelhi.pe@dfa.gov.ph

Terms and Conditions:

1. All entries must be typewritten/printed legibly.
2. Please fill out this form completely and submit it on or before 23 May 2017.

Quantity	Unit	Item and Specifications	Price (INR) Inclusive of taxes
1	lot	Catering Services for about 250 guests for National Day on 12 June 2017	

Printed Name and Signature

(Please put the company stamp)

Date