



## EMBASSY OF THE REPUBLIC OF THE PHILIPPINES SINGAPORE

**RFQ-009-2024**

07 February 2024

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore intends to procure food catering services good for 60 pax for an art exhibit event to be held on 16 and 27 February and 01 March 2024 at the Embassy premises located at Level 16 Units 13/14 Triple One Somerset Bldg. 111 Somerset Singapore, 238164. As such, we are requesting quotations and bids from reputable companies, details of which are as follows:

- Mini buffet with combination of Filipino, halal and indian food; and,
- Beverages (juices and water).

The catering company should also provide non-disposable utensils such as small plates, cutleries, juice and wine glasses.

Services required are delivery and set-up of food and pick-up after the event.

Should your company be interested, kindly contact the undersigned at [gloria.castano-zafra@dfa.gov.ph](mailto:gloria.castano-zafra@dfa.gov.ph) and prepare a quotation using the attached Price Quotation Form (Annex A).

Thank you.

Sincerely yours,

(Original Signed)  
**Gloria Jean Castaño-Zafra**  
Administrative Officer

**ANNEX A**  
**PRICE QUOTATION FORM**

Date :

To : **Ms. Gloria Jean Castaño-Zafra**  
Administrative Officer  
Embassy of the Philippines - Singapore  
Level 16 Units 12A 13/14 Triple One Somerset Building  
111 Triple One Somerset Singapore 238164

Sir/Madam,

After having carefully read and accepted the terms and conditions in the **Request for Quotation for Food Catering Services** for the art exhibit event to be held on 16 and 27 February and 1 March 2024 at the Embassy premises located at Level 16 Units 13/14 Triple One Somerset Bldg. 111 Somerset Singapore, 238164, hereunder is our quotation as follows:

TOTAL AMOUNT:

Amount in words and figures:

\_\_\_\_\_ SINGAPORE DOLLARS

(SGD \_\_\_\_\_)

**Inclusions:**

- 1.
- 2.
- 3.

Very truly yours,

Full Name and Signature  
of Representative:  
Designation:  
Official Company Name:  
Contact Number:  
Email Address: