



REQUEST FOR QUOTATION

Venue and Catering Services for the Annual Consular and Economic Consultations of Philippine Posts in Canada Vancouver, B.C., 14-15 December 2024

The Philippine Consulate General in Vancouver invites interested service providers to submit quotations for the lease of venue and catering services to be hosted by the Philippine Consulate General in Vancouver for the Annual Consular and Economic Consultations of Philippine Posts in Canada to be held in Vancouver, B.C. on 14 -15 December 2024:

The service provider shall be in charge of the following:

- Venue that can accommodate 50 people;
- To prepare a recommended lunch menu for 50 people for 2-day activities;
- To prepare the dishes based on the recommended menu duly approved by the Consulate;
- To ensure that the quality and presentation of its catering is continuously monitored;
- To ensure that its menu options contain nutritious, high-quality ingredients and adequate quality measures are in place and enforced at all times; and
- To assign a staff member to handle all the requests of Vancouver PCG and to serve as a focal point for coordination and communication purposes.

For further details, interested providers may contact Consulate's Property Officer Kenneth Joya at email address: kenneth.joya@dfa.gov.ph or Administrative Officer Carol T. Halili-Castañeda at email address: carlota.castaneda@dfa.gov.ph.

Proposals must be submitted not later than 30 October 2024, 1700H, delivered to the Consulate or sent to the aforementioned email address.

The Consulate intends to complete the procurement on 31 October 2024, and reserves the right to not to accept any proposals. Funding for the procurement of above services will be sourced from the Consulate's Maintenance and Other Operating Expenses (MOOE) for FY 2024.

MARCO FREDERICK B. HARDER

Chairman
Bids and Awards Committee

Vancouver, B.C., 16 October 2024