



## REQUEST FOR QUOTATION

25 January 2024

Sir/Madame,

The Embassy of the Republic of the Philippines in the State of Kuwait ("The Embassy") intends to select a company for the provision of meals for the Embassy's Team Building activity 2024 and would like to request quotations from any interested party. You may refer to the following specifications related to this matter:

Quantity	Unit	Item Description	Price
1	unit	Meals for the Embassy's Team Building activity 2024	

Please submit on or before **01 February 2024** a signed quotation for the provision. Should you require further clarifications, please contact the Embassy at telephone number +965 6500 2612 and e-mail [bac.kuwaitpe@gmail.com](mailto:bac.kuwaitpe@gmail.com) or [kuwait.pe@dfa.gov.ph](mailto:kuwait.pe@dfa.gov.ph).

Very truly yours,

  
**JOSEL N. MOSTAJO**  
Chairperson, Bids and Awards Committee

RFQ-01-24-0004

## TERMS OF REFERENCE

1. **OBJECTIVE AND RATIONALE** – This invitation to Bid is for engaging the services of a provider for provision of meals for the embassy's team building activity 2024.
  2. **DURATION AND SCOPE** – The contract shall be one-time only.
  3. **DELIVERY** – The provider must provide meals for the embassy's team building activity 2024. With free delivery upon request for said service.
  4. **BID PRICE** – The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
  5. **PAYMENT PROCEDURE** – Payment for the services will be for the next Fifteen (15) days upon the provision of services, in Cheque.
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