



## REQUEST FOR QUOTATION

### Venue and Catering Services for the Post Arrival Orientation Seminar (PAOS) to be held in Vancouver, BC., 12 July 2025

The Philippine Consulate General in Vancouver invites interested service providers to submit quotations for the lease of venue and catering services for the Post Arrival Orientation Seminar (PAOS) to be held in Vancouver, B.C. on 12 July 2025.

The service provider shall be in charge of the following:

- Venue that can accommodate 200 people;
- To prepare a recommended AM snack, lunch and PM snack menu for 200 people for the said activity;
- 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;
- 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; and
- Venue must be accessible by public transportation.

For further details, interested providers may contact Consulate's ATN Officer Ruel E. Peñaflorida at email address: [atnsection@vancouverpcg.org](mailto:atnsection@vancouverpcg.org) or Administrative Officer Carol T. Halili-Castañeda at email address: [carlota.castaneda@dfa.gov.ph](mailto:carlota.castaneda@dfa.gov.ph)

Proposals must be submitted not later than 23 January 2025, 1700H, delivered to the Consulate or sent to the aforementioned email address.

The Consulate intends to complete the procurement on 24 January 2025 and reserves the right not to accept any proposals. Funding for the procurement of above services will be sourced from the Office of the Undersecretary for Migration Affairs.

  
**ANALYN D. RATONEL**  
Chairperson  
Bids and Awards Committee

Vancouver, 17 January 2025