
PAFP WORKSHOP_INFO RE CATERING SERVICES

1 message

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Dear Colleagues,

We'd like to thank you for confirming your participation in our up-coming Mentoring and Coaching on PA Financial Plan Preparation. Thank you also for your continuous assistance in the logistic needs of the training.

Relative to the catering services po, we would like to request the following:

1. Minimum of 3 bidders and their email addresses;
2. Should the identified catering services not have email add, may we request quotations instead (DENR regional certification/canvass), to note as well the contact person and his/her contact number/s;
3. Important to note for the winning caterer to have the following:
 - Mayor's permit, BIR certification
 - Bank account name is same with business name (unless proven single proprietorship)
 - Proof of banking
4. Make sure po that the information in the quotations are true and correct based po sa actual quote nung caterer (for UNDP auditing purposes po)

For any clarifications/query, please don't hesitate to ask.

I've also cc'd the BioFin Team in this email should you have specific concern for them.

Thank you very much. :) and keep safe to all!

All the best,

—

Angeline T. Villalba

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