



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS  
HUMAN RESOURCES MANAGEMENT OFFICE

**REQUEST FOR QUOTATION**

**08 September 2020**


**Sir/Madam:**

The Department of Foreign Affairs – Human Resources Management Office intends to procure a lease of thirteen laptop computers from September to 31 December 2020. In this regard, it would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the procurement. The Department accepts open quotations submitted directly, through email at the address given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of Nine Hundred Ninety Thousand Pesos (Php 990,000.00). Deadline for the submission of quotation is on 11 September 2020. 5:00 p.m.

Should you require further clarification, please contact Mr. German N. Monteras at telephone no. 0956 0626296 or send a message to [hrmo@dfa.gov.ph](mailto:hrmo@dfa.gov.ph) and copy [gerry.monteras@dfa.gov.ph](mailto:gerry.monteras@dfa.gov.ph).

Very truly yours,

  
**ANTONIO A. MORALES**  
Assistant Secretary