



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**REQUEST FOR QUOTATION**

23 October 2020

Sir/Madam:

The Department of Foreign Affairs/Office of the Overseas Voting Secretariat intends to obtain printing of Overseas Voting Flyers and 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 above-mentioned 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 Five Hundred Thousand Pesos only (Php 500,000.00).

Should you require further clarification, please contact Ms. Arlene Pascasio-Racho at mobile no. +639164869728 or send an email to [secretariat.oav@gmail.com](mailto:secretariat.oav@gmail.com) and [arlene.pascasio@dfa.gov.ph](mailto:arlene.pascasio@dfa.gov.ph).

Very truly yours,

  
**ARLENE C. PASCASIO-RACHO**  
Property Officer

Deadline of the submission of quotation is 26 October 2020, 12:00nn.

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form (in company letter head).
- Price quotation shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges.
- Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
- Bidders shall comply with the technical specifications attached to the Request for Quotation, and submit a sample of printed layout to Department of Foreign Affairs – Overseas Voting Secretariat (Attention to Ms. Arlene Pascasio-Racho), 2330 Roxas Blvd. Pasay City 1300.
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.