



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

17 November 2020

**REQUEST FOR QUOTATION**

Sir/Madam:

The Department of Foreign Affairs intends to procure certifying body/third party audit services for our upcoming on 9-10 December 2020, titled “**Department Of Foreign Affairs’ ISO 9001:2015 Surveillance Audit**”, and would like to request for a quotation from your company.

Please submit your signed quotation and indicate your acceptance of the attached Terms of Reference for the procurement. The Department accepts open quotations submitted directly, or through email at the address given below **until 20 November 2020**. Quotation should not exceed the Approved Budget for Contract (ABC) of **Two Hundred Thousand Thousand Pesos (Php 200,000.00)**.

Should you require further clarification, please contact Ms. Jolina Tayoto at telephone no. 834-4000 local 3044, or send a message to [gms.unit@dfa.gov.ph](mailto:gms.unit@dfa.gov.ph).

Very truly yours,

A handwritten signature in black ink, appearing to read 'J. Eduardo Malaya', written over a white background.

**J. EDUARDO MALAYA**

Undersecretary for Administration

Terms and conditions

- Bidders shall provide correct and accurate information required on this form.
- Price quotations shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges.
- Bidders shall comply with the Technical Specifications/Terms of Reference attached to this Request for Quotation.
- The Department reserves the right to reject any and all quotation, declare a failure or not to award the contract for any reasonable ground.