

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs intends to procure **70 pieces of Bamboo Coffee Press/ French Press with Customized Packaging and Christmas Cards** as Christmas Gifts and Tokens for Members of Diplomatic Corps and Selected Partner Agencies and would like to request a quotation from your company.

In this regard, please submit a signed quotation and indicate your acceptance of attached technical specifications for the procurement. The Department accepts open quotations submitted directly through the email indicated below and submission of other bids through Philgeps until **07 December 2020 at 12nn**. Quotations should not exceed the Approved Budget for Contract (ABC) of **TWO HUNDRED THOUSAND PESOS ONLY (PHP200,000.00)**.

Should you require further clarification, please contact the Office of the Undersecretary for Strategic Communications and Research at office no. (02) 8834-4028, or send a message to ouscr@dfa.gov.ph. / crc.ouscr@gmail.com.

Very truly yours,



ERNESTO C. ABELLA
Undersecretary

Pasay City, _____