



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL AFFAIRS MANAGEMENT SERVICES

10 December 2020

Sir/Ma'am:

Greetings!

The Department of Foreign Affairs - Office of Financial Management Services (OFMS) intends to procure **OFMS POLO SHIRT** and would like to request a quotation from your company.

The Department accepts open quotations submitted directly through the email address ofms.it@dfa.gov.ph within **three days** to afford us ample time to comply with existing government procurement laws and regulations. Please submit signed quotation and indicate your acceptance of the attached technical specifications for the procurement on or before Monday, 14 December 2020 at 12:00 nn.

Quotations should not exceed the Approved Budget for the Contract (ABC) of Php. 108,500.00

Thank you for your consideration and immediate action. If you have any questions, please feel free to contact Erlinda G. Yamat, Edwin S. Gomez or Kayne R. Cervantes through telephone nos. (2) 834-4700/834-4723 or email address ofms.it@dfa.gov.ph.

Respectfully yours,


Myla Grace Ragenia C. Macahilig
Assistant Secretary
Office of Financial Management Services