



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS  
OFFICE OF CONSULAR AFFAIRS

PITS2L2020-1654/MSP

11 December 2020

Sir/Madam,

In line with the Department's mandate to continuously provide better services to the public, the DFA-Office of Consular Affairs is currently reviewing and assessing its systems, one of which is the Public Address (PA) system installed at our ASEANA building.

This PA system was installed in 2010 and had been an effective tool in broadcasting important advisories or announcements to the employees and to the transacting public, especially in times of emergencies. Unfortunately, some of the peripherals of the PA system are now malfunctioning and/or beginning to show signs of wear and tear.

The Department of Foreign Affairs – Office of Consular Affairs will be procuring a project as reflected in the attached Purchase Request and/or Technical Specifications for its official use. The Approved Budget for the Contract is: **Php 500,000.00**

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following items and specifications attached in this request.

The payment shall be made within thirty (30) working days upon full delivery and receipt of the invoice with complete requirements as prescribed by DFA OFMS-FRMD. Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

Deadline of submission is on **December 15, 2020 at 5:00 pm.** Please send it through: [oca.pits@dfa.gov.ph](mailto:oca.pits@dfa.gov.ph) and [oca.procurement@gmail.com](mailto:oca.procurement@gmail.com).

Thank you.

Sincerely yours,  
For the Assistant Secretary:

  
**MARK L. SALVADOR**  
Head, OCA-PITS