



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

17 December 2020

Dear Sir/ Madam,

Greetings from the Office of ASEAN Affairs.

ASEAN-DFA would like to request your best price quotation for the procurement of Video Conference Licenses (Meeting Rooms licenses and Licenses for a Video Conference Facility). Kindly see attached Purchase Request and Terms and Conditions for reference.

It would be greatly appreciated if you could send your best proposal on or before 21 December 2020 at 12:00 noon.

If you have any inquiries and clarifications, please do send us a message through [admunit.asean@dfa.gov.ph](mailto:admunit.asean@dfa.gov.ph) / [mayla.perez@dfa.gov.ph](mailto:mayla.perez@dfa.gov.ph).

Thank you.

Respectfully yours,

A handwritten signature in blue ink, appearing to read 'EMM'.

**ELIZABETH M. MARGALLO**  
Administrative Officer