



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL AFFAIRS MANAGEMENT SERVICES

04 March 2021

Sir/Ma'am:

Greetings!

The Department of Foreign Affairs – Office of Financial Management Services (OFMS) intends to procure **320 kits (customized polo shirts, notepad, and pen)** and would like to request a quotation from your company.

Please submit signed quotation and indicate your acceptance of the attached technical specifications for the procurement on or before Monday, 08 March 2021 at 12:00 NN.

Quotations should not exceed the Approved Budget for the Contract (ABC) of Php. 130,000.00

Thank you for your consideration and immediate action. If you have any questions, please feel free to contact Kayne R. Cervantes or Edwin S. Gomez through telephone nos. (2) 834-4723/834-3721 or email address ofms.it@dfa.gov.ph.

Respectfully yours,


Myla Grace Ragenia C. Macahilig
Assistant Secretary