



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

11 May 2021

Sir/Ma'am:

Greetings!

The Department of Foreign Affairs - Office of Financial Management Services (OFMS) intends to procure **Office Supplies and Other Materials** 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 Friday, 14 May 2021 at 12:00 NN.

Quotations should not exceed the Approved Budget for the Contract (ABC) of Php. 196,071.00

Thank you for your consideration and immediate action. If you have any questions, please feel free to contact Kayne R. Cervantes or Joena R. Flores 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