



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

REQUEST FOR QUOTATION

15 October 2021

Sir/Madam:

The Department of Foreign Affairs intends to procure certifying body/third-party audit services for our **2021 Department of Foreign Affairs' ISO 9001:2015 Surveillance and Expansion Audit** scheduled on 9-10 December 2021, and would like to request for a quotation from your company.

Please submit your signed quotation and indicate your acceptance of the attached Terms of Reference for the procurement. The Department accepts open quotations submitted directly, or through email at the address given below, **until 29 October 2021**. Quotation should not exceed the Approved Budget for Contract (ABC) of **One Hundred Eighty Thousand Pesos only (Php 180,000.00)**.

Should you require further clarification, please contact Ms. Jolina Tayoto or Ms. Shane Asuncion at gms.unit@dfa.gov.ph.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Antonio A. Morales', written over a horizontal line.

ANTONIO A. MORALES

Acting Undersecretary for Administration

Terms and conditions

- Bidders shall provide correct and accurate information required on this form.
- Price quotations shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges.
- Bidders shall comply with the Technical Specifications/Terms of Reference attached to this Request for Quotation.
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.