



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**REQUEST FOR QUOTATION**

**29 May 2021**

**Sir/Madame:**

The Department of Foreign Affairs, Human Resource Management Office (HRMO) intends to hire a service provider for the conduct of the 2021 Wellness Initiative Project, which aims to provide DFA personnel unlimited access to health, fitness and wellness information in a virtual exercise platform.

The Procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations [**Revised IRR of Republic Act. No. (RA) 9184**], otherwise known as the Government Procurement Reform Act.

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative not later than **02 June 2021, Wednesday**, subject to the Terms and Conditions provided at the dorsal portion of this Request for Quotation (RFQ).

Open quotations may be submitted through email at the address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of technical specifications and scope of service requirements.

For further information, please contact Mr. Manuel Oira at telephone no. 834-4000 local 3456 or email address at [hrmo.bwd@dfa.gov.ph](mailto:hrmo.bwd@dfa.gov.ph) / [manuel.oira@dfa.gov.ph](mailto:manuel.oira@dfa.gov.ph).

Thank you.

  
**ALAN ROI Q. GABRIOLA**  
Acting Director  
Benefits and Welfare Division  
Human Resources Management Office

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable
3. The Approved Budget for the Contract is Php 300,000.00, inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.