



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

26 August 2021

Sir/Ma'am:

Greetings!

The Department of Foreign Affairs - Office of Financial Management Services (OFMS) intends to procure **Various Office Supplies** and would like to request a quotation from your company.

Please submit signed quotation and indicate your acceptance for the procurement on or before Tuesday, 31 August 2021 at 12:00 NN.

Quotations should not exceed the Approved Budget for the Contract (ABC) of Php. 116,562.00

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

Respectfully yours,


Myla Grace Rageria C. Macahilig
Assistant Secretary 