



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF PUBLIC AND CULTURAL DIPLOMACY**

**REQUEST FOR QUOTATION**

Date: 31 July 2021

Sir/ Madame:

The Department of Foreign Affairs intends to procure items listed in the attached Purchase Request for Video and Photo Editing needs of the Office of Public and Cultural Diplomacy (OPCD), and would like to request the lowest price quotation from your company. The Department accepts open quotations submitted directly, through the email address given below.

We would be grateful if you could submit a signed quotation and indicate your acceptance to the following:

1. Quotations submitted to this Office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved Purchase Order (PO) will be served to the supplier. The delivery date will be indicated in the PO.
2. The Department hereby reserves the right to reject any/and all offers; and accepts any/and all offers it may consider most economical and advantageous to the government.
3. Items supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Quotations should not exceed the Approved Budget Contract (ABC) of One Hundred Eight Thousand Pesos Only (Php 108,000.00).
6. The deadline for submission of quotation is on or before **Wed., 04 August 2021 at 12:00nn.**

Should you require further clarification, please contact the Administrative Unit of the Office of Public and Cultural Diplomacy at office no. 8834-4483/4354 or send a message to [opcd@dfa.gov.ph](mailto:opcd@dfa.gov.ph)/ [rosario.malicse@dfa.gov.ph](mailto:rosario.malicse@dfa.gov.ph).

Very truly yours,

**EDUARDO MARTIN R. MEÑEZ**  
Assistant Secretary