



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF PUBLIC AND CULTURAL DIPLOMACY

LTR-OPCD-53-2023

REQUEST FOR QUOTATION

Sir/ Madam:

The Department of Foreign Affairs intends to **Lease Twelve (12) All-In-One Desktop Computers for the Official Use of OPCD Personnel** and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications/terms of reference for the procurement. The Department accepts open quotations submitted directly through the email given below. Quotations should not exceed the Approved Budget for Contract (ABC) of **Seven Hundred Thousand Pesos only (PHP 700,000.00)**.

Should you require further clarification, please contact the **Office of Public and Cultural Diplomacy** at office nos. **8834-4038 and 8834-4029** or send an email to **opcd.div3@dfa.gov.ph** on or before 20 March 2023, 12:00NN.

Very truly yours,

for: **ARVIN R. DE LEON**
Assistant Secretary

Pasay City, 15 March 2023