



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

28 March 2023

Dear Sir/Maam:

The Department of Foreign Affairs - Office of Financial Management Services intends to purchase cleaning supplies and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance on the attached Request for Quotation of Prices/Purchase Request for the said procurement. The Department accepts open quotations submitted directly, through the email given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of **Ninety Thousand Two Hundred Thirty Six Pesos and 40/100 (Php. 90,236.40)** only. Kindly send the proposed quotation on or before **31 March 2023 at 12:00 noon**.

Should you require further clarification, please contact the Office of Financial Management Services at telephone number 8834-3721 or send an email to ofms@dfa.gov.ph.

Very truly yours,


DOMINGO P. NOLASCO
Assistant Secretary

Attachment: As stated