



**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 office 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 **Three Hundred Two Thousand Seven Hundred Twenty Six Pesos and 40/100 (Php. 302,726.40)** 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](mailto:ofms@dfa.gov.ph).

Very truly yours,

  
**DOMINGO P. NOLASCO**  
Assistant Secretary

*Attachment: As stated*

