



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

HUMAN RESOURCES MANAGEMENT OFFICE

27 September 2023

Dear Sir / Madam,

In view of the preparations for the conduct of competitive examinations to facilitate the hiring process for the positions of Foreign Service Staff Officer IV and Foreign Service Staff Employee III, the Human Resources Management Office (HRMO) is looking for a service provider that can conduct the competitive examination, which is tentatively scheduled in the 4th quarter of 2023.

In this regard, you are kindly requested to provide a proposal and quotation of your best offer, subject to the [Terms of Reference](#). You may submit said proposal and quotation, duly signed by you or your authorized representative, **on or before Monday, 02 October 2023, at 12:00 NN.**

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of open quotations and/or further information, please contact Ms. Keith D. Dalere at telephone no. 8834-4000 local 3137 or email address at hrmo.recruitment@dfa.gov.ph.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Mersole J. Mellejor'.

MERSONE J. MELLEJOR
Acting Head of Office