



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Office of the Secretary
DEPARTMENT LEGISLATIVE LIAISON UNIT

REQUEST FOR QUOTATION

16 October 2023

Sir/Madam:

The Department Legislative Liaison Unit (DLLU) of the Department of Foreign Affairs plans to procure 125 pieces of travel kits as token/gifts for individual members and officials of Congress (House of Representatives and the Senate) and foreign dignitaries.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the above-mentioned procurement. The Department accepts open quotations submitted directly through the email address given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of Three Hundred Ten Thousand Pesos (PHP 310,000.00).

Should you require further clarification, please contact Mr. Karlo Berme through mobile phone no. 09610921791 or send a message through his email address karlo.berme@dfa.gov.ph.

Very truly yours,

JAN MIKHAIL G. SOLITARIO
Principal Assistant and Administrative Officer

Deadline of the submission of quotations is on 19 October 2023, 12:00 noon.

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form (in company letterhead).
- Price quotation shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges.
- Payment will only be effected upon strict compliance with the government prescribed accounting and auditing requirements.
- Bidders shall comply with the technical specifications attached to the Request for Quotation.
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.