

REQUEST FOR QUOTATION

Date: 25 October 2023

Sir/Ma'am:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure One Hundred (100) sets of Souvenir / tokens (coffee set).

The Procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (**Revised IRR of Republic Act No. (RA) 9184**), otherwise known as the Government Procurement Law.

Please quote your best offer, subject to the terms and conditions provided in the attached Procurement Request (PR). You may submit your quotation duly signed by you or your authorized representative not later than **31 October 2023, 12:00nn.**

Open quotations may be submitted through email at address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of technical specifications and scope of service requirements.

For further information, please contact Mr. Mark Santos or Ms. Helen Guevarra with telephone no. 8834-4000 local 3116 / 4421 or email at mark.santos@dfa.gov.ph. helen.guevarra@dfa.gov.ph.

Thank you,


CHRISTOPHER B. MONTERO
Assistant Secretary

Human Resources Management Office



TERMS OF REFERENCE

1. Bidder shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/ or levies payable.
3. The approval Budget for the Contract id Php 90,000.00 inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.