



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES**

**REQUEST FOR QUOTATION**

07 November 2023

Dear Sir/Madam:

The Office of Asset Management and Support Services (OAMSS), Department of Foreign Affairs (DFA) would like to request quotation for the procurement of the following:

<b>Item/Service</b>	Lease of two (2) Buses with Drivers
<b>Details:</b>	
Event	OAMSS' Health and Wellness Workshop and Gender and Development (GAD) Activity
Venue of Event	Timberland Highlands Resort, San Mateo Rizal
Date of Event	11-12 November 2023
No. of Passengers	98 pax
Schedule of Activities	11 November 2023, 7:00 am – Departure from DFA, Pasay City for Timberland Highlands Resort, San Mateo, Rizal  12 November 2023, 2:00 pm – Return to DFA, Pasay City from Timberland Highlands Resort, San Mateo, Rizal
Working Budget	Php140,000.00
Mode of Payment	Send bill arrangement through bank transfer

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

Please submit your best offer, subject to the attached Terms of Reference. You may submit your quotation duly signed by the authorized representative not later than 9:00 am of 10 November 2023.

Open quotations may be submitted through [oamss@dfa.gov.ph](mailto:oamss@dfa.gov.ph). The validity period of the price quotation must appear in the submitted Quotation.

OAMSS hereby reserves the right to reject any or all quotations/bids prior to contract award, and to accept only the offer that is most economical and advantageous to the Department.

Should you have further inquiries, please contact Ms. Herminia Comullo at mobile number 09171861006 or send an email through the above-mentioned email address.

Very truly yours,



**PATRICK JOHN U. HILADO**  
Assistant Secretary