



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF PUBLIC AND CULTURAL DIPLOMACY

REQUEST FOR QUOTATIONS OF PRICES

14 November 2023

Sir/ Madam:

The Department of Foreign Affairs intends to procure an Events Management Company who will coordinate the hotel arrangements, resource persons, transportation for resource persons, event management, tour at BenCab museum, one-day workshop session in La Union, photo and video documentation and other necessary logistics including the processing of payments for the logistics and honoraria for the resource persons for the 2nd Cultural Officers Retooling Program in Baguio City on 20-25 November 2023.

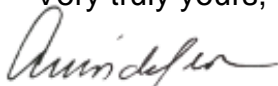
This year's training is geared towards equipping the participants with adequate knowledge and skills to efficiently and effectively conduct cultural diplomacy work through approaches to planning and implementing cultural diplomacy initiatives in Philippine culture, creative industry, and cultural heritage.

In view of this, this Office would like to request a quotation from your company for the 2nd Cultural Officers Retooling Program. Attached is the Terms of Reference (TOR) for your reference.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the procurement. The Department accepts open quotations submitted directly, through the email given below. Quotations should not exceed the Approved Budget for Contract (ABC) of **Nine Hundred Ninety-Nine Thousand Nine Hundred Ninety-Nine Pesos Only (PHP 999,999.00)**. **The deadline for submission of quotation will be on or before 17 November 2023 at 10:00 a.m.**

Should you require further clarification, please contact the **Cultural Diplomacy Division** at **8834-4028** or send an email to **opcd.div3@dfa.gov.ph**.

Very truly yours,


ARVIN R. DE LEON
Assistant Secretary

Pasay City, _____