



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF PUBLIC AND CULTURAL DIPLOMACY

14 November 2023

Sir/Madam:

The Department of Foreign Affairs intends to **lease coasters and a bus** for the participants of the **CO Retooling Course** on 19-26 November 2023 and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the lease of vehicles request. The Department accepts open quotations and submit directly through the email given below.

Quotations should not exceed the Approved Budget for the Contract (ABC) of Nine Hundred Thousand Pesos Only (PHP 900,000.00). Kindly submit the quotation on or before 17 November 2023 on or before 10:00 A.M.

Should you require further clarifications, please contact the Cultural Diplomacy Division at office nos. 8834-4028 and 8834-4029 or send an email to opcd.div3@dfa.gov.ph. Thank you.

Very truly yours,


ARVIN R. DE LEON
Assistant Secretary

Pasay City, _____