



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF PUBLIC AND CULTURAL DIPLOMACY

REQUEST FOR QUOTATIONS OF PRICES

15 November 2023

Sir/ Madam:

The Department of Foreign Affairs intends to procure an Events Management Company who will coordinate hotel arrangements for the venue, cultural performers, event management, photo and video documentation and other necessary logistics including the processing of payments and honoraria for the Office of Public and Cultural Diplomacy's (OPCD) Year-End Networking Event on 18 December 2023.

The event will be a valuable opportunity for OPCD to network with the diplomatic corps based in Manila and cultural institutions, the media, and other cultural stakeholders which can lead to potential partnerships and collaborations in the Department's cultural diplomacy projects and efforts.

In view of this, this Office would like to request a quotation from your company for OPCD's Year-End Networking Event. 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 (PHP 999,999.00)**. **The deadline for submission of quotation will be on or before 20 November 2023 at 12:00 noon.**

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, _____