



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Date: 06 December 2023

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – (Office of United Nations and International Organizations) will undertake procurement of Soy Candles as tokens and would like to request for quotation from your company.

Name of Project: Procurement of 250 sets of Soy Candles as tokens
Approved Budget for the Contract: Php 400,000.00

Please submit a signed lowest priced quotation and indicate your acceptance on the attached technical specifications for the procurement, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal for the procurement of tokens (Soy Candles).
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements/
4. Deadline of submission of quotation if on or before 11 December 2023, 12:00 NN subject to the compliance with the Terms of Conditions provided on this Request for Quotation.

Quotations should not exceed the Approved Budget for the Contract (ABC) of (Four Hundred Thousand Pesos) (Php 400,000.00)

Should you require further clarification, please contact the (Office of United Nations and International Organizations) thru Ms. Odette R. Chua-Napao at telephone number (8834-3306/8834-437) or send an email to unio.asec@dfa.gov.ph.

Very Truly Yours,

A handwritten signature in black ink that reads 'Ma. Teresa T. Almojuela'.

Maria Teresa T. Almojuela
Assistant Secretary

Attachments: Technical Specifications/Terms of Reference