



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

Date: 22 January 2024

**REQUEST FOR QUOTATION**

Sir/Madam:

The Department of Foreign Affairs – Office of United Nations and International Organizations will undertake procurement of laptop sleeve/folio case as tokens/souvenirs and would like to request for quotation from your company.

Name of Project: Procurement of 250 pieces of laptop sleeve/folio case as tokens  
Approved Budget for the Contract: Php 425,000.00

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 with sample pictures for the procurement of tokens (laptop sleeve/folio case).
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 is on or before 25 January 2024, 12:00 NN subject to the compliance with the Terms of Conditions provided on this Request for Quotation.

The quotation should not exceed the Approved Budget for the Contract (ABC) of (Four Hundred Twenty Five Thousand Pesos) (Php 425,000.00)

Should you require further clarification, please contact the (Office of United Nations and International Organizations) thru Ms. Evella Rose Macadangdang at telephone number (8834-4904) or send an email to [unio.div4@dfa.gov.ph](mailto:unio.div4@dfa.gov.ph).

Very Truly Yours,

**Ambrosio Brian F. Enciso III**  
Acting Head of Office

*Attachment: Purchase Request*