



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**REQUEST FOR QUOTATION**

14 February 2024

Sir/ Madam:

The Department of Foreign Affairs intends to procure catering service for the **Imagination Takes You There Art Exhibition (National Arts Month)** on 22 February 2024 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 procurement. The Department accepts open quotations submitted directly, through the email address given below. Quotations should not exceed the Approved Budget for Contract (ABC) of **TWO HUNDRED THOUSAND PESOS ONLY (Php 200,000.00)** inclusive of VAT and other applicable taxes and charges.

Should you require further clarification, please contact the **Cultural Diplomacy Division** at office no. **8834-4029** or send a message to [opcd.div3@dfa.gov.ph](mailto:opcd.div3@dfa.gov.ph). Quotations must be sent by 19 February 2024, 12:00 NN.

Very truly yours,

A handwritten signature in black ink, appearing to read 'EmyLou B. Felimer'.

**EMMYLOU B. FELIMER**  
Acting Director

Pasay City, Philippines