



OFFICE OF CULTURAL DIPLOMACY

12 March 2024

Sir/ Madam:

The Department of Foreign Affairs intends to lease a bus (tourist bus) for the personnel of the Office of Cultural Diplomacy (OCD) and the Office of Public Diplomacy (OPD) who will attend a Joint Team Building/ GAD Activity to be held at **Sirmata Eco Farm and Nature Park in Cuyapo, Nueva Ecija**, scheduled for **15-16 March 2024** and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached [terms of reference/ technical specifications](#) for the lease of vehicle request. The Department accepts open quotations for submission through the email given below.

Quotations should not exceed the Approved Budget for the Contract (ABC) of **Seventy Five Thousand Pesos Only (PHP 75,000.00)**. Please submit your quotation **on or before 15 March 2024 at 9 AM** together with the documentary requirements.

Should you require further clarifications, please contact the Office of Cultural Diplomacy (OCD) at office nos. 8834-4029 or send an email to ocd@dfa.gov.ph.

Thank you.

Very truly yours,


CELIA ANNA M. FERIA
Assistant Secretary