



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Date: 20 May 2024

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Office of United Nations and International Organizations (DFA-UNIO) will undertake procurement of layout and printing services of brochures entitled “*The Philippine Human Rights Situation 2024*” for distribution to Foreign Missions based in the Philippines, government agencies and civil organizations, and would like to request for quotation from your company.

Name of Project: Procurement of layout and printing services of brochures entitled “*The Philippine Human Rights Situation 2024*” for May 2024
Approved Budget for the Contract: Php 60,000.00

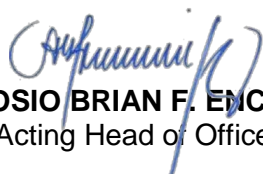
Please submit a signed lowest priced quotation and indicate your acceptance on the attached technical specifications for the procurement, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal with sample pictures for the procurement;
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; and
4. Deadline of submission of quotation is **on or before 23 May 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 Sixty Thousand Pesos (Php 60,000.00)

Should you require further clarification, please contact the (Office of United Nations and International Organizations) thru Ms. Amelyn E. Julio-Obong at telephone number (8834-3165) or send an email unio.div6@dfa.gov.ph.

Very Truly Yours,


AMBROSIO BRIAN F. ENCISO III
Acting Head of Office

Attachment: Purchase Request