



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



Date: 04 July 2024

**REQUEST FOR QUOTATION**

Sir/Madam:

The Department of Foreign Affairs-Office of United Nations and International Organizations will undertake the procurement of **“Event Management Services for the International Conference on Women, Peace, and Security** and would like to request for a quotation from your company.

**Name of Project:** Procurement of Event Management Services for the International Conference on Women, Peace, and Security Hosted by the Office of United Nations and International Organizations (UNIO)

**Approved Budget for the Contract:** PhP997,500.00

Please submit a signed lowest priced quotation and indicate your acceptance of the **enclosed Terms of Reference (TOR)** for the procurement, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal with sample projects for the procurement of Event Management Services for the International Conference on Women, Peace, and Security. Please refer to the list of sample documentary requirements in the TOR.
2. The DFA 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.
3. Deadline of submission of quotation is on or before **09 July 2024, 12:00 NN** subject to the compliance with the Terms of Reference provided on this Request for Quotation.

The quotation should not exceed the Approved Budget for the Contract (ABC) of Nine Hundred Ninety-Seven Thousand Five Hundred Pesos only (PhP997,500.00).

Should you require further clarification, please contact the Office of United Nations and International Organizations through 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**  
Deputy Assistant Secretary

*Enclosures: Terms of Reference and Conference Information Note*