



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Date: 18 July 2024

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs-Office of United Nations and International Organizations will undertake the procurement of “**Consulting Services: Conference/Event Management, Branding, and Execution, and Supply and Management of Technical Requirements and Equipment 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 “Consulting Services: Conference/Event Management, Branding, and Execution, and Supply and Management of Technical Requirements and Equipment for the International Conference On Women, Peace, And Security”

I. PROCUREMENT TITLE: HOTEL ACCOMMODATION FOR ORGANIZERS, SECRETARIAT, SPEAKERS, AND PARTICIPANTS OF THE INTERNATIONAL CONFERENCE ON WOMEN, PEACE, AND SECURITY

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 Consulting Services – Conference/Event Management. 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.
4. Deadline of submission of quotation is on or before 23 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.

Very Truly Yours,


AMBROSIO BRIAN F. ENCISO III
Deputy Assistant Secretary

Enclosures: Terms of Reference and Conference Information Note

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 8834-4000
www.dfa.gov.ph