



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

Date: 22 August 2024

**REQUEST FOR QUOTATION**

Sir/Madam:

The Department of Foreign Affairs – Office of United Nations and International Organizations will undertake small value procurement for the services of an Events Management Company, which will manage the welcome reception dinner being hosted by the Department of Foreign Affairs for the delegates participating at the Strategic Trade Management Summit (STMS) from 09 to 12 September 2024. The welcome reception dinner is scheduled on 9 September 2024.

Name of Project: Small Value Procurement - Events Management for Strategic Trade Management Summit

Approved Budget for the Contract: Php 500,000.00

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

1. Quotations must be accompanied by a detailed quoted proposal.
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.
4. Deadline of submission of quotation is on or before **27 August 2024, 12 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 (Five Hundred Thousand Pesos Only) Php 500,000.00.

Should you require further clarification, please contact the (Office of United Nations and International Organizations) thru Ms. Ana Placida Espina or Ms. Jevelynne Alina at telephone number (8834-3143 or 8834-3935) or send an email to [unio.div5@dfa.gov.ph](mailto:unio.div5@dfa.gov.ph).

Very Truly Yours,

**JAN MICHAEL B. GOMEZ**  
Director

*Attachment: Terms of Reference*