



**OVERSEAS VOTING SECRETARIAT**

29 November 2024

**REQUEST FOR QUOTATION**

1. *Formal Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier. The delivery date will be indicated in the Purchase Order.*
2. *The Department hereby reserves the right to reject any/all offers; and accept any/all offers if may consider most economical and advantageous to the Government;*
3. *Good/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representatives; and*
4. *Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements; and*
5. *To ensure that all the requirements were met, check the boxes "yes" – if complied, or "no" – if not complied, on the Technical Specifications Checklist.*

Dear Sir/Madam,

The Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS) wishes to request a quotation from your company for the procurement of Training Expenses: Training Materials (**Tote Bags**) for the promotion of Overseas Voting and Registration for the 2025 National and Local Election/Regional Consultation Meetings.

Kindly submit your quotation on or before 03 December 2024, 12:00 noon in accordance with the attached Terms Reference (TOR) below. OVS accepts open quotations submitted directly, through email address given below, subject to the following terms and conditions:

1. Respondent shall provide correct and accurate information required in this form (in company letter head);
2. Price quotations shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges; and
3. Respondents shall comply with the TOR attached to this request.

Approved Budget for Contract (ABC) is Php 110,000.00.

Should you require further clarification, please contact the undersigned at telephone no. (02) 8 834 4687 or email address [ovs@dfa.gov.ph](mailto:ovs@dfa.gov.ph) and [evelyn.frutas@dfa.gov.ph](mailto:evelyn.frutas@dfa.gov.ph).

Very truly yours,

**ROBERT D. QUINTIN**  
Acting Head, OVS