



## OVERSEAS VOTING SECRETARIAT

29 November 2024

### REQUEST FOR QUOTATION

Dear Sir/Madam,

The Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS) intends to lease desktop computers and laptops from 01 October 2024 to 31 March 2025. For reference, please see attached the Technical Specifications/Terms of Reference (TOR).

Kindly submit signed quotation before or on 03 December 2024, 12:00 noon addressed to **Mr. Robert D. Quintin**, Acting Head of the DFA-OVS and indicate your acceptance. The DFA-OVS accepts open quotations submitted directly, through email address given below, subject to the following terms and conditions:

1. Bidders shall provide correct and accurate information required in this form (in company letter head);
2. Approved Budget for the Contract is Php 780,000.00;
3. Price quotations shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges;
4. Quotations exceeding the Approved Budget for the Lease of Contract shall be automatically disqualified;
5. Bidders shall comply with the Technical Specifications/Terms of Reference (TOR); and
6. Award of the contract shall be made to the lowest quotation which complies with the requirements and other terms and conditions stated therein.

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

Very truly yours,

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