



**OVERSEAS VOTING SECRETARIAT**

29 November 2024

**REQUEST FOR QUOTATION**

Dear Sir/Madam:

Greetings!

The Department of Foreign Affairs - Office of Overseas Voting Secretariat (OVS) requests a quotation from your printing company for its Printing and Publication Expenses for Desk Calendars.

Kindly submit your quotation on or before 03 December 2024, in accordance with the attached Terms of Reference (TOR). 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.

Quotations should not exceed the **Approved Budget for the Contract (ABC) of Php 220,000.00.**

DFA-OVS further requests the quotation to be submitted through the email address of [ovs@dfa.gov.ph](mailto:ovs@dfa.gov.ph) cc: [evelyn.frutas@dfa.gov.ph](mailto:evelyn.frutas@dfa.gov.ph) on or before 03 December 2024, 12:00 noon to afford us ample time to comply with existing government procurement laws and regulations.

For further inquiries, please feel free to contact Ms. Evelyn Frutas, Property Officer, OVS through telephone no. (2) 834 4687 and mobile no. + 63 0917 5133360.

We look forward of receiving the quotation soonest.

Very truly yours,



**ROBERT D. QUINTIN**  
Vice Chairperson, OVS