

REQUEST FOR QUOTATION

Date: 2 December 2024

Sir/Madam:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to lease five (5) units of Time Monitoring Machines for the Department of Foreign Affairs.

Please quote your best offer, subject to the Terms and Conditions provided in the attached Terms of Reference (TOR). You may submit your quotation duly signed by you or your authorized representative not later than **12:00 NN of 05 December 2024**.

Open quotations may be submitted through email address and contact numbers indicated below. You may also refer to the [Terms of Reference](#) for the list of technical specifications and scope of service requirements.

For further information, please contact Mr. Clark Santos or Ms. Valerie Danganan with email at hrmo.leaves@dfa.gov.ph.



CHRISTOPHER B. MONTERO

Assistant Secretary

Human Resources Management Office

TERMS OF REFERENCE

1. Bidder shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/ or levies payable.
3. Price quotation/s should be not more than **Php999,999.00** inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.