



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF ASIAN AND PACIFIC AFFAIRS

**REQUEST FOR QUOTATION**


06 December 2024

The Office of Asian and Pacific Affairs of the Department of Foreign Affairs intends to procure **nine (9) units of Laptop Computer, nine (9) units Desktop External Hard Drive, and nine (9) USB C Docking Station Hub.**

Please submit your quotation/rate duly signed by you or your authorized representative not later than 12:00 nn on 09 December 2024. Copies of your company's PhilGEPS Certificate of Registration, current Income Tax Return and Business Permit/Mayor's Permit are also requested to be submitted along with your quotation/proposal. Open quotations may be submitted manually or through email at [aspac.ao@dfa.gov.ph](mailto:aspac.ao@dfa.gov.ph). Please find attached Terms of Reference.

For further information, please contact Ms. Rheamar V. Delgado through email address at [aspac.ao@dfa.gov.ph](mailto:aspac.ao@dfa.gov.ph) or [rheamar.delgado@dfa.gov.ph](mailto:rheamar.delgado@dfa.gov.ph).

Sincerely yours,

  
**Rowena Ma C.T. Sierra**  
Administrative Officer *chen*