



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



## REQUEST FOR QUOTATIONS

14 February 2025

Madam / Sir:

The Department of Foreign Affairs – Office of Public Diplomacy (OPD) intends to procure Lease of Ten (10) sets of Desktop computers for the official use of OPD personnel and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance on the attached specification and terms of reference (Annex A) for the procurement. The Department accepts open quotations submitted through email given below not later than **17 February 2025 at 12NN**. Quotation should not exceed the Approved Budget for the Contract (ABC) of **Four Hundred Eighty Thousand Pesos (P480,000.00)** only, inclusive of VAT and all applicable taxes, levies, dues.

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR) of the Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

Should you require further clarification, feel free to call us through Viber No. 0976-386-5897 c/o Mr. Ariel Gonzales (Property Officer) or send an email to [opd@dfa.gov.ph](mailto:opd@dfa.gov.ph)

Very Truly Yours,

  
**ARIEL A. GONZALES**  
Property Officer