



**DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS**



MARITIME AND OCEAN AFFAIRS OFFICE

28 February 2025

LETTER REQUEST FOR QUOTATION

Dear Sir/Madam,

The Department of Foreign Affairs-Maritime and Ocean Affairs Office (DFA-MOAO), intends to procure an ICT software subscription with this feature:

- Creative cloud software subscription - PDF Editor, Photo Editor, RAW Photo Editor, Video Editor, Video Animation Editor, Media Encoder, and Multiple Application Platforms
- For 1 year subscription
- With Philgeps accreditation

and would like to request for a quotation from your company being Philgeps accredited.

Please submit a signed quotation and indicate your acceptance on the attached technical specifications for the procurement on or before 3 March 2025/12:00 noon.

The Department accepts open quotations submitted directly, through email given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of ONE HUNDRED PESOS (PHP 100,000.00).

Should you require further clarification, please contact the undersigned at 05456532875 or at email address: moao.ao@dfa.gov.ph.

Very truly yours,

SHEILA H. SOLAS
Administrative Officer