



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



HUMAN RESOURCES MANAGEMENT OFFICE

05 March 2025

Dear Sir/Madame,

The Human Resources Management Office (HRMO) plans **to procure the services of a Floral Arrangement provider and to lease an LED wall screen and stage platform** for the 127th Founding Anniversary of the Department of Foreign Affairs (DFA), which is tentatively scheduled **on Monday, 23 June 2025**, at the DFA's Office located at Double Dragon Tower, Meridian Avenue, Pasay City.

In this regard, you are kindly requested to provide a quotation reflecting your best offer, subject to the [Technical Specifications](#) and [Terms and Conditions](#) provided in the accompanying pages. You may submit said quotation, duly signed by you or your authorized representative, **on or before 10 March 2025, at 12:00 NN**.

Please note that the procurement will strictly follow the guidelines outlined in the Revised Implementing Rules and Regulations of Republic Act No. 9184 (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of quotations and/or further information, please contact Ms. Dada Aromin or Ms. Christine Espayos, via email address hrmo.praise@dfa.gov.ph.

We appreciate your prompt attention to this matter.

Thank you for considering our invitation.

Very truly yours,


GREG MARIE C. MARIÑO
Executive Director

HR-P-2025-2582