



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



DATE: 11 April 2025

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Office of United Nations and International Organizations will undertake procurement of **customized cellphone holders, gadget holders and magnets** as tokens/souvenirs for the ongoing UNSC Campaign and would like to request a quotation from your company.

Name of Project: Production of Customized Cellphone Holders, Gadget Holders and Magnets as Campaign Materials for the Philippines' bid for the United Nations Security Council for the term 2027-2028.

Approved Budget for the Contract: PhP 800,000.00

Please submit a signed lowest-priced quotation and indicate your acceptance of the enclosed technical specifications for the procurement, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal with sample pictures for the procurement of the items.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
4. The deadline of submission of quotation is on or before April 14, 2025, 12:00 NN subject to compliance with the Terms of Conditions provided on this Request for Quotation.

The quotation should not exceed the Approved Budget for the Contract (ABC) of (Eight Hundred Thousand Pesos) (PhP800,000.00).

Attached is the Terms of Reference for the said project.

Should you require further clarification, please contact the undersigned at unio.div3@dfa.gov.ph.

Thank you.

Very truly yours,

RIGOBERTO D. BANTA JR.
Acting Director

Enclosures: As stated.