



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



REQUEST FOR QUOTATION

Date: 16 April 2025

Sir/Madam:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to purchase Time Data Management Middleware for the Department of Foreign Affairs.

Please quote your best offer, subject to the Terms and Conditions provided in the attached Terms of Reference (TOR). You may submit your quotation duly signed by you or your authorized representative not later than **21 April 2025, 12:00NN.**

Open quotations may be submitted through email address and contact numbers indicated below. You may also refer to the [Terms of Reference](#) for the list of technical specifications and scope of service requirements.

For further information, please contact Ms. Jalelah B. Saripada and Ms. Rhanjyn M. Camongol with email at hrmo.leaves@dfa.gov.ph.


CHRISTOPHER B. MONTERO
Assistant Secretary
Human Resources Management Office

TERMS OF REFERENCE

1. Bidder shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/ or levies payable.
3. Price quotation/s should be not more than **Php350,000.00** inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

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