



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
Tel No.: 834-4028

Date: 20 May 2025

**REQUEST FOR QUOTATION**

Sir / Madam:

The Department of Foreign Affairs - Office of Cultural Diplomacy (OCD) intends to procure ICT Software Subscriptions (Adobe and Canva license for teams) for the official use of OCD personnel and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached specifications and Terms of Reference (TOR) for this procurement. The Department accepts open quotations submitted directly, through the email address given below no later than **26 May 2025 at 12:00 noon**. Quotations should not exceed the Approved Budget for the Contract (ABC) of **Three Hundred Thousand Pesos Only (Php 300,000.00)**, inclusive of VAT and all applicable taxes, levies, and dues.

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

Should you require further clarification, please contact the undersigned at telephone numbers 0917-126-4041 or send an email to [ocd@dfa.gov.ph](mailto:ocd@dfa.gov.ph).

Very truly yours,

  
**Lawrence V. Cuevas**  
Property Officer