



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

21 May 2025

Dear Sir/Madam,

The Department of Foreign Affairs (DFA), through its Office of Middle East and African Affairs (OMEAA), will hold a diplomatic reception to celebrate Philippines-Africa ties 2025 on 04 June 2025. In this connection, OMEAA intends to contract an events management company to prepare the necessary requirements, to ensure the successful conduct of the event, and to deliver the required outputs before, during and after the event's completion.

Attached, for information, are the Terms of Reference for the procurement of this Activity. Kindly address your proposal to Ms. Germinia V. Aguilar-Usudan, Assistant Secretary of OMEAA, and submit it to me **on or before 26 May 2025, 12:00 p.m.** Please note that any submission after the last day of submission will no longer be accepted.

Should you have any questions, please contact me at 09156255016 (Viber) or email address aurora.real@dfa.gov.ph, or omeaa@dfa.gov.ph.

I look forward to receiving your proposal soon.

Sincerely,

MARIA AURORA P. REAL
Administrative Officer

MR/MS. _____
Position
Name of Company
Address
Email:

Attachment: As stated.