



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF CULTURAL DIPLOMACY

18 June 2025

Dear Sir/Madam,

The Department of Foreign Affairs - Office of Cultural Diplomacy (DFA-OCD) intends to procure the services of a catering company for the **Philippine Studies Publication Launch** of the book: ***“From the Philippines to the World – A Global Catalogue of Philippine Studies Programs Abroad Promoting Academic Excellence and Cultural Diplomacy”*** on **25 June 2025**.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the said procurement. The Department accepts open quotations submitted directly, through the email given below. 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 other applicable taxes and charges. Kindly send the proposed quotation **on or before 23 June 2025, 9AM**.

Should you require further clarification, please contact the Office of Cultural Diplomacy - Cultural Exchanges Division via email at ocd.div2@dfa.gov.ph (copy furnished ocd@dfa.gov.ph). Thank you.

Sincerely yours,
For the Assistant Secretary:


ANDRE PETER C. ESTANISLAO
Director
Cultural Exchanges Division