



OVERSEAS VOTING SECRETARIAT

26 June 2025

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS) wishes to request a quotation from your company for the purchase of **Sofa, Center/Coffee Table, Conference Chairs, Closet Cabinet, Narrow Side Table (Long) and Bookshelves** as stated on the attached Terms of Reference (TOR) to be used for the official use of Overseas Voting Secretariat (OVS).

Kindly submit your quotation on or before 30 June 2025, 12:00 noon addressed to **Mr. Robert D. Quintin**, Vice-Chairperson of the DFA-OVS and indicate your acceptance. The DFA-OVS accepts open quotations submitted directly through email addresses given below, subject to the following terms and conditions:

1. Bidder shall provide correct and accurate information required in this form (in company letter head);
2. Price quotations shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges; and
3. Bidder shall comply with the TOR attached to this request.

Approved Budget for Contract (ABC) is Php 284,000.00.

Please be noted that the budget for the above-mentioned procurements should not exceed Php50,000.00 per item/piece).

For inquiries, you may reach Ms. Evelyn at mobile number (+63) 917 5133 360 or through email addresses: ovs@dfa.gov.ph or evelyn.frutas@dfa.gov.ph.

Very truly yours,

ROBERT D. QUINTIN
Vice-Chairperson