



## OVERSEAS VOTING SECRETARIAT

27 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 procurement of **Multi- Function Printer** (all-in-one: printer, scanner and copier), **Connector Hub and External Hard Drive, Flash Drive and Key Board** as stated on the attached Terms of Reference (TOR) 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 100,000.00.**

Please be noted that the budget for the above-mentioned procurements should be less than Php 50,000.00 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](mailto:ovs@dfa.gov.ph) or [evelyn.frutas@dfa.gov.ph](mailto:evelyn.frutas@dfa.gov.ph).

Very truly yours,

**ROBERT D. QUINTIN**  
Vice-Chairperson