



OFFICE OF PROTOCOL
REQUEST FOR QUOTATION (RFQ)

15 July 2025

Dear Sir/Madam:

The Office of Protocol (OP) plays a crucial role in representing the Philippines in diplomatic engagements. Understanding and appreciating the country's rich history, culture, and tourism assets are essential for OP personnel, especially when engaging with foreign diplomats and visitors.


In line with this, we propose a two-day Philippine Arts, Cultural, and Tourism Awareness Tour in the Provinces of Bulacan and Pampanga, to provide DFA-OP personnel with firsthand experience of significant historical and cultural sites in the province. This initiative aims to deepen their knowledge and appreciation of the Philippines' heritage, making them better equipped to assist foreign diplomats and visitors.

In this regard, this Office requests a quotation following the attached specification and terms of reference for this procurement. Quotation should not exceed the Approved Budget for Contract (ABC) of Php 525,000.00 only. Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **18 July 2025, 0900H.**

For further information, feel free to call us at 09604737223 or send an email to op@dfa.gov.ph

Thank you very much and we hope to receive feedback from you as soon as possible.

Sincerely yours,


BERNARD FOSTER/BARTOLOME
Property Officer