



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Office of the Undersecretary for Administration (OUA) intends to procure Semi-expandable Office Equipment (4 heavy duty shredder) for the Official Use of UA Personnel through Shopping – Ordinary/Regular Office Supplies and Equipment Sec. 52.1.b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to Ms. Loreen Bastan or Ms. Gladys O. Perey on or before **24 July 2025, 12:00nn**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Quotation should not exceed the Approved Budget for Contract (ABC) of **Eighty-Five Pesos only (Php 85,000.00)**.

**Ms. Loreen P. Bastan or Ms. Gladys O. Perey**

Email: [loreen.bastan@dfa.gov.ph](mailto:loreen.bastan@dfa.gov.ph) / [gladys.perey@dfa.gov.ph](mailto:gladys.perey@dfa.gov.ph)

Office Address: 8th Floor, DFA Temporary HQ, Double Dragon Tower 2,  
2850 Epifanio De Los Santos Avenue, Pasay City

Interested service providers shall also submit a copy of their PhilGEPS Registration and 2025 Mayor's or Business Permit along with the quotation on or before the above specified deadline of submission of quotation.

For any clarifications, you may send an email to the Office of the Undersecretary for Administration (OUA) at [loreen.bastan@dfa.gov.ph](mailto:loreen.bastan@dfa.gov.ph) / [gladys.perey@dfa.gov.ph](mailto:gladys.perey@dfa.gov.ph).

Thank you.

Very truly yours,

**MA. JOSEFA L. VILLENA**  
Administrative Officer

Pasay City, 21 July 2025