

## OFFICE ON THE UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS

Date: 25 July 2025

### REQUEST FOR QUOTATION

Sir/Madam:

Please submit your formally detailed lowest price quotation form/letter, subject to the following conditions:

1. Formal Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment will only be facilitated with strict compliance with the prescribed accounting and auditing requirements.

Deadline for submission of your proposal is on **28 July 2025 before 12nn**

QUANTITY	UNIT	PARTICULARS	AMOUNT
1		Procurement of the Event Management Services for the 2025 Asia and the Pacific Regional Conference on IHL, 11-14 August 2025, Manila	<b>PHP 1,000,000.00</b>
		<ol style="list-style-type: none"><li>1. Must be a duly-registered sole proprietorship, partnership, or corporation that has been in existence for at least five (5) years as a registered entity;</li><li>2. Must have prior experience in government collaborations with a demonstrated track record of successful partnerships, familiarity with diplomatic and governmental protocols; prior work with the DFA and in handling international organizations and international conferences is preferred;</li><li>3. With sufficient financial capital to ensure the reservation of the selected venue/s and to complete the project;</li><li>4. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);</li><li>5. Must have a BIR Certificate of Registration (of current employer);</li><li>6. Must have a Mayor's Permit; and</li><li>7. Must be willing to provide services on a send-bill arrangement.</li></ol>	

		<p>Send Bill/Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges. All payments shall be in accordance with the pertinent government accounting, auditing, budgeting, and procurement laws, rules and regulations.</p> <p>Please refer to the attached detailed Terms of Reference (TOR) / Technical Specifications</p>	
		<p style="text-align: right;"><b>ABC:</b></p>	<p><b>PHP</b> <b>1,000,000.00</b></p>



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