



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF CULTURAL DIPLOMACY

25 July 2025

Dear Sir/Madam,

The Department of Foreign Affairs-Office of Cultural Diplomacy intends to procure the services of a production / events management company for ***Heritage Films 2025***, an onsite film showcase organized by the DFA Office of Cultural Diplomacy as part of its mandate to organize programs for the capability-building of Department personnel on matters of culture and the arts.

In this regard, we kindly request a quotation from your company for ***Heritage Films: A Film Showing Showcase in Celebration of Buwan ng Wika***. Please submit a signed quotation and confirm your acceptance of the attached technical specifications for the event. Quotations should not exceed the Approved Budget for the Contract (ABC) of **Two Hundred Thousand Pesos Only (Php 200,000.00)**. We accept open quotations submitted directly to the email address provided below. The deadline for submission of quotations will be on or before **28 July 2025 at 12:00NN**.

Should you require any further clarification, please feel free to contact the Office of Cultural Diplomacy via email at [ocd@dfa.gov.ph](mailto:ocd@dfa.gov.ph), cc: [ocd.div1@dfa.gov.ph](mailto:ocd.div1@dfa.gov.ph) . We look forward to receiving your quotation.

Thank you.

Sincerely,

**EMMYLOU B. FELIMER**  
Acting Director