



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



Date: 31 July 2025

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Office of United Nations and International Organizations will undertake procurement of printed collaterals and would like to request a quotation from your company.

Name of Project: **Procurement of Printing Collaterals for the UN Security Council Campaign**

Approved Budget for the Contract: PhP1,000,000.00

Please submit a signed lowest-priced quotation and indicate your acceptance of the enclosed technical specifications for the procurement, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal with sample pictures for the procurement of printed collaterals.
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. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
4. The deadline of submission of quotation is on or before 04 August 2025, 12:00 NN subject to compliance with the Terms of Conditions provided on this Request for Quotation.

The quotation should not exceed the Approved Budget for the Contract (ABC) of (One Million Pesos Only) (PhP1,000,000.00).

Should you require further clarification, please contact the DFA Office of United Nations and International Organizations thru Ms. Marianne De Jesus at phone number (+639173292623) or send an email to unio.div3@dfa.gov.ph.

Very Truly Yours,


RIGOBERTO D. BANTA, JR.
Assistant Director

Attachment: Terms of Reference