



OFFICE OF PUBLIC DIPLOMACY

REQUEST FOR QUOTATIONS OF PRICES

01 August 2025

Sir / Madam,

The Department of Foreign Affairs intends to hire an Events Management Company that will handle overall technical preparation for the Media and Information Literacy Program series of the Office of Public Diplomacy which is tentatively slated for the third and fourth quarter of 2025.


This event is in line with the preparation for the creation of a Public Diplomacy Officer (PDO) position at Posts, OPD aims to equip future PDOs with the capability to critically assess media content, strategically communicate, and responsibly engage with the stakeholders, as these skills are essential in advancing our national interest, maintaining international credibility, and fostering public trust as well as transparency and accountability specially with the rapidly evolving information landscape, wherein misinformation, disinformation, and fake news are rampant.

In view of this, this Office would like to request a quotation from your company for the management of the training series. Attached is the Terms of Reference (TOR) for your reference on the specific deliverables and desired qualifications of the service provider to be hired.

Please submit a signed quotation and indicate your compliance with the specifications of the attached TOR. The Department accepts open quotations submitted directly, through the email given below. Quotations should not exceed the Approved Budget for Contract (ABC) of **One Million Pesos Only (PHP 1,000,000.00)**. **The deadline for submission of quotation will be on or before 05 August 2025 at 12:00 noon.**

Should you require further clarification, please email **OPD Strategic and Communications Division** via opd.div1@dfa.gov.ph, copy furnish opd@dfa.gov.ph.

Very truly yours


ARVIN R. DE LEON
Assistant Secretary

Valid e-signature

