



OVERSEAS VOTING SECRETARIAT

04 August 2025

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS) wishes to request a quotation from your company for the procurement of the following as stated on the attached Terms of Reference (TOR) to be used for the Overseas Voting related activities:

1. One (1) unit - TV, 65";
2. Two (2) units - TV 55";
3. Three (3) pieces - TV Stand;
4. Three (3) units - Camera;
5. Three (3) pieces - Camera Tripod Stand;
6. One (1) unit - Portable Projector;
7. One (1) piece - Projector Stand;
8. One (1) piece - Projector Screen with Stand;
9. Two pieces (2) - Digital Wireless Microphones;
10. Two (2) pieces - Laser Presentation Remote;
11. Two (2) pieces - Wireless Conference Microphone; and
12. One (1) piece – Speaker.

Kindly submit your quotation on or before 07 August 2025, 12:00 noon addressed to **Mr. Robert D. Quintin**, Vice-Chairperson of the DFA-OVS and indicate your acceptance. The DFA-OVS accepts open quotations submitted directly through email addresses given below, subject to the following terms and conditions:

1. Bidder shall provide correct and accurate information required in this form (in company letter head);
2. Price quotations shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges; and
3. Bidder shall comply with the TOR attached to this request.

Approved Budget for Contract (ABC) is Php 450,000.00.

Please be noted that the **“unit price of each item should not exceed Php 49,000.00.”**

For inquiries, you may reach Ms. Evelyn at mobile number (+63) 917 5133 360 or through email addresses: ovs@dfa.gov.ph evelyn.frutas@dfa.gov.ph.

Very truly yours,

ROBERT D. QUINTIN
Vice-Chairperson