



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

01 September 2022

Sir/Ma'am:

Greetings!

The Department of Foreign Affairs - Office of Financial Management Services (OFMS) intends to procure **Office Supplies** and would like to request a quotation from your company.

Please submit signed quotation and indicate your acceptance for the procurement on or before Tuesday, 06 September 2022 at 12:00 NN.

Quotations should not exceed the Approved Budget for the Contract (ABC) of Php. 69,487.00

Thank you for your consideration and immediate action. If you have any questions, please feel free to contact Ms. Joena R. Flores through telephone no. (2) 834-3721 or email address joena.flores@dfa.gov.ph.

Respectfully yours,


Sulpicio M. Confiado
Assistant Secretary