



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**PASUGUAN NG REPUBLIKA NG PILIPINAS**  
**NAIROBI**

LET-PHL- 135 -2022

**REQUEST FOR QUOTATION**

24 May 2022

Sir/Madam:

The Embassy of the Republic of the Philippines in Nairobi, Kenya, through its Bids and Awards Committee, invites all interested proponents to quote their lowest price for four (4) subscriptions of Microsoft Office 365 Family.

The Embassy intends to apply the sum of **KSH 50,000.00** (Fifty Thousand Kenyan Shillings) as the Approved Budget for said items. All quotations submitted should be inclusive of VAT and other charges.

Interested proponents are requested to send their **quotation and valid Business Permit** not later than 27 May 2022 to the **Embassy of the Republic of the Philippines with address 001 Mzima Springs Road, Lavington, Nairobi, Kenya** or via email at [phnairobiacsecretariat@gmail.com](mailto:phnairobiacsecretariat@gmail.com) and/or [nairobi.pe@dfa.gov.ph](mailto:nairobi.pe@dfa.gov.ph).

The Embassy will secure the items from the proponent providing the lowest responsive quote fulfilling the Embassy's requirements.

For further information, please contact BAC Secretariat at mobile number nos. +254 736 3100 50 and +254 736 3100 66.

Yours truly,

  
**MARIA ROSANNA O. JOSUE**  
*Chairperson, Bids and Awards Committee*