



Ref No:

Date: 31<sup>st</sup> of May 2018

### REQUEST FOR QUOTATION (RFQ)<sup>1</sup>

Mr./Ms. \_\_\_\_\_  
Position \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_

Project Name: PSEA COMMON REPORTING PLATFORM MIGRATION TO IOM  
PREMISE

Dear Mr./Ms. \_\_\_\_\_:

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit	Date Needed (Expected Delivery Date)
1	PSEA COMMON REPORTING PLATFORM MIGRATION TO IOM PREMISE (pls. see attached TOR for your reference)	1	LOT	30 <sup>th</sup> of June 2018

All prices to be quoted must be valid at least within thirty (30) calendar days from the date of quotation.

Kindly send an advance copy of your duly signed quotation email at [evargas@iom.int](mailto:evargas@iom.int) or [gpsu@iom.int](mailto:gpsu@iom.int) on or before 10AM (Manila Time) of 11<sup>th</sup> of June 2018. You may send the original copy of your quotation to the following address:

*25<sup>th</sup> floor 6789 Bldg. Ayala Ave. Makati City*

Thank you.

Very truly yours,

Egay Vargas Jr.  
Procurement Staff/Focal Point

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

<sup>1</sup> For use in procurement of very simple goods, works and services.