



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 8834-4000, 8834-4318 Fax No.: 8834-3295

Date: 23 December 2020

REQUEST FOR QUOTATION OF PRICES

Sir/Madam :

Please submit your low est price quotation for the follow ing items individually described below , subject to the follow ing conditions:

1. Quotations submitted to this office w ill be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER w ill be served to the supplier/contractor. The delivery date w ill be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment w ill only be effected by strict compliance w ith the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 28 December 2020 at 12:00nn

| QTY. | UNIT | PARTICULARS | AMOUNT |
|------|------|--|------------|
| | | OFFICE SUPPLIES : Please see attached PR for descriptions. | |
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| | | ABC----- | 230,508.00 |

Company Name / Supplier :

Address and Telephone No :

Contact Person :

SHERWIN V. AVELINO

Prepared By