



**DEPARTMENT OF FOREIGN AFFAIRS**  
**KAGAWARAN NG UGNAYANG PANLABAS**

**DFA Consular Office**  
**General Santos**

**REQUEST FOR QUOTATION**

17 October 2020

Good Day,


The Department of Foreign Affairs – Consular Office **General Santos** will be procuring various **office supplies** for its official use. The Approved Budget for the Contract is: **Php 100,000.00**

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following items described under the attached **Purchase Request** containing the list of our requirements for this project.

The payment shall be made within thirty (30) working days upon full delivery and receipt of the invoice with complete requirements as prescribed by OFMS-FRMD. Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

Deadline of submission is on **20 October 2020** at **12:00nn**.

Very truly yours,

  
FOR:  
**Helen Grace A. Tabora**  
Officer-in-Charge