REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 30 October 2020

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER will be served to the supplier. The delivery date will be indicated in the Purchase 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 supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline of submission of quotations is on **Monday, 02 November 2020 at 12:00 n.n.**

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL AMOUNT (VAT INCLUSIVE)
5,000	pc	**CARD**		
		Material: Foldcote Cal. 15		
		Size : 10" X 7" (spread) 5" X 7" (folded)		
		Color/Print : Full colors		
		Lamination: Matte+ Spot UV (1 side)		
4,500	pc	**ENVELOPE**		
		Material: Conqueror-like Smooth Wove (120 gsm) – Diamond White		
		Size : 5" X 7" (fit to size)		
		Color : Gold Stamping of Department of Foreign Affairs on flap		
		Price quoted should include a concept, design and lay-out of the Christmas Card.		
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX		
				ABC: Php 150,000.00

COMPANY NAME / SUPPLIER :
CONTACT PERSON :
CONTACT NUMBER :
ADDRESS :
Email Address :

MARIA. SANTERA
Canvasser/ Property Officer
Office of the Secretary
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