

## REQUEST FOR QUOTATION

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Permit No.:** \_\_\_\_\_

**Tax Identification No.:** \_\_\_\_\_

Sir/Madam:

The Department of Foreign Affairs intends to procure 2,067 Food Baskets of uncooked food/grocery items.

The Procurement will be undertaken in accordance with the **Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. (RA) 9184**, otherwise known as the Government Procurement Reform Act.

Our budget for each basket is Php480.00. Please propose your best offer of food items to be included in each food basket, subject to the Technical Specification provided in the attachment. You may submit your proposal, duly signed by you or your authorized representative, not later than **15 December 2020**, subject to the Terms and Conditions provided at the dorsal portion of this Request for Quotation (RFQ).

Open proposals may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For further information, please contact with Ms. Arabelle M. Dorado of HRMO-BWD at her mobile/viber number, 09394201775 and/or email address, [arabelle.dorado@dfa.gov.ph](mailto:arabelle.dorado@dfa.gov.ph),

Very truly yours,



**ANDRÉ PETER C. ESTANISLAO,**  
Special Assistant and Ad Hoc Committee Chairperson,  
DFA Virtual Holiday 2020 Organizing Committee

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
3. The Approved Budget for the Contract is Php Php 992,160.00.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.