



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

Date: 19 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: 22 December 2020 at 12:00nn

QTY.	UNIT	PARTICULARS	AMOUNT
		MOUSE & TONER : Please see attached PR for details and descriptions.	
		ABC-----	58,550.00

**Company Name / Supplier** :

**Address and Telephone No** :

**Contact Person** :

**SHERWIN V. AVELINO**

Prepared By