



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

DFA Consular Office

Zamboanga

19 December 2020

Good Day,


The Department of Foreign Affairs - CO Zamboanga will be procuring a project as reflected in the attached Purchase Request/Technical Specifications for the official use of this office. The Approved Budget for the Contract is: Php 102,050.00.

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following items and specifications attached in this request.

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

Deadline of submission is on: 22 December 2020 at 12:00nn

Very truly yours,


Jason Justin O. Lim
Property Officer

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : Consular Office Zamboanga PR No. 2020-11-19 Date: 10 Nov 2020

Section : _____ SAI No. _____ Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		FURNITURES AND FIXTURES (SEMI-EXPANDABLE)			
	unit	Executive Chair, 33.50L x 21"W x 43.50" - 46.50"H, Black, Leatherette, Gas Lift, 360° Swivel, Metal Base, Armrest	3		
	unit	Clerical Chair, 53cm x 64cm x 89-99cm, Black, Leatherette, Gas Lift, 360° Swivel, Metal Base, Armrest	17		
	unit	Teller/High Chair, 44cm x 57cm x 107cm, Black, Leatherette, Gas Lift, 360° Swivel, Metal Base, Armrest, Foot rest	5		
	unit	Office Table, Steel, L120 x W70 x H75cm, Gray	1		
				Total ABC:	102,050.00

Purpose For Office Use.

Signature

Printed Name :

Designation :

Requested By:



MARIA ANNE F. AQUINO HERREA

Officer-in-Charge