



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS
REQUEST FOR QUOTATION (RFQ)

13 April 2021

Sir/Madame:

The Department of Foreign Affairs, Office of Protocol would like to request for quotation for **two hundred (200) sets of Presentation of Credentials Kit, one thousand (1,000) pieces of big place card and two thousand (2,000) pieces of small place Card.**

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.

Please quote your best offer, subject to the attached terms and conditions provided. You may submit your quotation duly signed by you or your authorized representative not later than 16 April 2021, Friday at 12 noon.

Open quotations may be submitted, manually or through email.

For further information, please call at telephone number 02.8834.4009 or send an email at miguel.belen@dfa.gov.ph.

Very truly yours


Miguel J. Belen
Property Officer

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form
2. Price quotation to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
3. **The Approved Budget for the Contract is Php 157,025.00.**
4. Compliance with the requirements are 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.