

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-4318 Fax No.: 834-3295

Date: 21 April 2021

REQUEST FOR QUOTATION OF PRICES

Sir:

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

- Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly 1. accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
- The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most 2. economical and advantageous to the Government.
- Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or 3. duly authorized representative and 4.
- Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
- 5. Deadline for Submission of Quotation: 26 April 2021 at 12:00nn

5

QTY.	UNIT	PARTICULARS	AMOUNT
2	Unit	Laptop Computer	
		(Please see attached purchase request for specification)	
		XXXXXXXXXX NOTHING FOLLOWS XXXXXXXXX	
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	· · · · · · · · · · · · · · · · · · ·		
		ABC	120,000.00

Company Name / Supplier

Address and Telephone No :

Contact Person

F. DAYAO JR. Canvasser / Property Officer